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ABSTRACT

This guide provides a listing of major resources and means of access in the area of career education. In section 1, "Background of Career Education," state and federal laws concerning Kentucky career education are discussed, state and federal advisory councils are examined, and an abstract of the Kentucky state plan for career education is presented. In section 2, "Career Education Programs and Their Resources," local education agency resources are surveyed and selected Kentucky and nationwide career education programs and practices are identified. In section 3, "Inservice Resources for Career Education," resources in the following areas are provided: Kentucky Department of Education, Kentucky colleges and universities, federal agencies, and National Directory of State Career Education Contact Persons. Section 4, "Kentucky Career Education Materials Resources," includes a list of free materials from the state department of education and a summary of the Comprehensive Employment and Training Act. Other sections in the guide contain information on bibliographies, information-gathering agencies, evaluation, community-business-labor-military linkages, and funding. The appendix contains a list of publishers of career education materials and their addresses. (CT)

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KENTUCKY CAREER EDUCATION RESOURCE GUIDE

Compiled by

Toni Spence
Charlotte Tulloch

Supported under Section 406
of the Education Amendments of 1974
(Public Law 93-380)

Kentucky Department of Education
Frankfort, Kentucky

September, 1978

CE 021 447

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Therefore, career education projects supported under Sections 402 and 406 of the Education Amendments of 1974, like every program or activity receiving financial assistance from the U.S. Department of Health, Education, and Welfare, must be operated in compliance with these laws.

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PREFACE

Recent federal legislation in Kentucky defines career education as

> ...that life-centered educational process through which students are presented with information, activities, and guidance in the area of basic learning and academic skill development, self and career awareness, occupational exploration and orientation, and preparation for career decision making.... HB 70, Sec 2, (3)

This act also determines the scope of the program:

> Career education shall be conducted in the elementary, secondary, post-secondary, and adult education programs administered by the Department of Education under authority of the State Board of Education as a process incorporated into the total curriculum and in conjunction with courses in any appropriate area of study.
> HB 70, Sec 5, (1)

Confronted with the need to "conduct" career education programs, teachers may find themselves at a loss for resources, simply through an unawareness of their existence. To obviate this loss, the present guide provides a listing of major resources and the means of access. It remains for potential users of this guide to determine the value of any given resource in terms of their own educational objectives and in light of their own creative insights.

Any recommendations concerning this "Kentucky Career Education Resource Guide" may be addressed to Unit for Career Education, Kentucky State Department of Education, Capitol Plaza Tower, Frankfort, KY 40601 [(502) 564-4774].

Additional career education resource lists and information may be obtained through the Office of Career Education; U.S. Office of Education; Regional Office Bldg, room 3100; 7th and D Streets SW, Washington, DC 20201 [(202) 245-2284].

ACKNOWLEDGEMENTS

Materials for this guide were extracted from a number of publications, including the following:

Key Resources in Career: An Annotated Guide. The National Institute of Education.

Idaho Career Education Program Developers' Guide to Selected Resources. Prepared for the Idaho State Department of Education by the Northwest Regional Education Laboratory, Portland, Oregon.

Oklahoma Career Education Resource Directory (working draft) 1977 Oklahoma State Department of Education, Oklahoma City, OK 73105.

The Career Education Resource Center Annotated Catalog. Jeanie Lawhead, Project Director, Career Education Resource Center, 3647 S Santa Fe Dr, Englewood, CO 80110.

Implementing Career Education: Community Involvement, 1977. Prepared under the direction of Vocational and Career Education Services Section, Career Education Unit. Sacramento, California. California State Department of Education, 1977.

Collage: A Collection of Career Education Resources, compiled by Kathleen Jezierski, September 1977. State Board of Education, Illinois Office of Education, Springfield, IL 62777.

Community Resource Guide for the Fayette County Public Schools. Lexington, Kentucky.

Federal Agencies for Career Education Services, Office of Career Education, U.S. Office of Education, U.S. Department of Health, Education and Welfare. Washington, DC: January 1976.

Guidelines for Career Education, Kentucky Department of Education.

The Guide also draws heavily on other Kentucky and U.S. Government materials, documents, and abstracts.

Many people have contributed to this guide, and a number of them are listed as resources in particular fields or with particular offices. Others have read through the Guide: Barbara Preli, Judy White, Robert Spillman.

Also helping with the Guide was a Community Involvement Committee appointed by the Kentucky Career Education Advisory Council. This committee consisted of Phil Antle, Doug Bonner, Brenda Bradley, Erma Colyer, Robert James, Ken Kron, Arnold Oaken, and Ray Stein.

Especially helpful were Dr. Clayton Omvig, Director of the Career Education Project, and Dorothy Alexander, Kentucky Career Education Coordinator.

Finally, this guide could not have been compiled without the secretarial assistance of Charlotte Jernigan, Anne Mills, Sara Greathouse, Phyliss Dedman, Shirley Rogers, Julia Fleming, Jo Ann Omvig, and Katie Crossen.

HOW TO USE THE CAREER EDUCATION RESOURCE GUIDE

In using the guide, first carefully read the general Table of Contents, which provides a thorough listing of available materials; then turn to the section dividers. Skim the areas listed on the dividers and carefully read the detailed Table of Contents following each divider.

Pages are numbered by section (eg, Section III page 5 is III-5). Each section can be replaced as it is updated by the Unit for Career Education.

People listed and services offered are an important part of the guide and will be found throughout. Section III (Inservice Resources) is the prime source of information on people, consulting, etc.; II (Career Education Programs and Their Resources) also has information about programs and access to expertise across the state and the nation.

Material resources can also be found throughout the book. Sections IV-VIII are all prime sources. Books, curricular materials, and other printed materials are concentrated primarily, but not exclusively, in V (Professional Bibliography). Materials relating to particular areas, such as funding, are listed with those sections.

It is important to remember that the compilers of the guide do not attempt to recommend books and materials. Materials listed are only a sample of the ever-changing publications in career education. Read any annotations carefully and contact publishers to see if review copies are available, especially for expensive items. Contact career education coordinators in schools with needs similar to yours to see if they have found particular items useful; but remember that each situation has different needs, and each teacher or coordinator will have to determine usefulness of material according to his/her own educational objectives.

Most publication citations include only the publisher's name; addresses can be found in the Appendix.

HOW TO REQUEST MATERIALS

In requesting materials listed in the "Kentucky Career Education Resource Guide," the following directions should be followed:

1. Use official stationery, if possible.
2. Mention the "Kentucky Career Education Resource Guide."
3. If necessary, clarify your official school or library staff position.
4. Use the zip code of the company to which you are writing, and to facilitate handling of your request, use your own zip code in your return address.
5. Remember that prices change frequently.
6. Quote titles as listed; do not include annotations.
7. If any item has an identifying number, be sure to include it.
8. Request materials several weeks prior to their scheduled use to allow for creative planning and implementation.

Directions No. 6 and No. 7 are particularly important in making requests to the federal government in light of the following Congressional action:

> Under the terms of Section 6 of the 1950 Post Office Department Act, Federal Government Departments may not send through the mail, free of charge, any periodical, bulletin, or pamphlet unless the service has been requested. (Form BLS2059)

Don't be alarmed if you don't receive everything requested. The list of materials changes, materials are outdated and replaced by new items, and addresses change. At the time of printing we cannot tell how long each item will last.

Prices have been included on some items to give an idea of the cost; however, they may have changed since publication of this guide. Absence of a price does not necessarily mean the item is free.

Entries are arranged alphabetically whithin each subject group; the complete address of the issuing agency is to be found with the citation in the Publishers section.

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I. BACKGROUND OF CAREER EDUCATION

CAREER EDUCATION LAWS

KENTUCKY ADVISORY COUNCIL

NATIONAL ADVISORY COUNCILS

ABSTRACT: KENTUCKY STATE PLAN FOR CAREER EDUCATION--1978-83

CAREER EDUCATION LAWS

Career education, both as a term and as a concept, came to prominence on the American educational scene several years ago. Since then, federal and state laws have lent varying amounts of financial support.

KENTUCKY CAREER EDUCATION LEGISLATION

House Bill 70, better known as the Career Education Act, was enacted into law by the 1976 session of the Kentucky General Assembly. Guidelines for Career Education, available from the Kentucky Department of Education and dated June 15, 1976, attempts to clarify duties and responsibilities of state and local education agencies regarding the law. Copies of this publication can be obtained from the Unit for Career Education; Capital Plaza Tower; Frankfort, KY 40601.

Due to the Kentucky State Career Education Act, "the responsibilities of the State Department of Education in developing a comprehensive statewide program of career education" will be to

1. assist in the development and dissemination of model curricula,
2. identify and disseminate information relating to innovative teaching methods,
3. assist local school districts in conducting teacher inservice education programs,
4. assist teacher education institutions in the development of a program designed to prepare teachers,
5. provide funding for teachers' inservice education programs (funding is also provided for career education program development; monies for both purposes are to be taken from local district allotments)
6. assist in the design and implementation of career education guidance programs and services.

HB 70, Sec 6

The act further stipulates that

> The department shall, upon passage, institute planning, research, employment of appropriate personnel, and program implementation; and shall develop and submit to the Governor, the Legislative Research Commission, and the State Board of Education a comprehensive plan for achieving the priorities and programs.

HB 70, Sec 9

Local School District--Since actual program implementation must be a responsibility at the local level, there is a requirement that

> Each local school district desiring to receive funding for career education programs and teacher inservice training shall make application to the department for such funds.
>
> Each local school district desiring to receive funding under the provisions of the Act shall make application. . . to the department no later than July 1 of the year in which career education is to be implemented in the educational programs of the district.
>
> HB 70, Sec 10 (1)(a)

The implication is that the funds may be applied for and expended in either year of the biennium. The act states that "Any balance [of the total appropriation--$2,050,000] remaining at the close of the fiscal year 1976-77 shall not lapse, but shall continue into fiscal year 1977-78."

Allocation of funds is provided for as follows:

> Grants to local school districts shall be made in amounts proportionate to the number of teachers requiring inservice training and the number of students who will participate in the program under guidelines established by the department.
>
> HB 70, Sec 10 (4)

Of the $2,050,000 appropriated for implementation, $50,000 is for administrative use by the department.

One additional requirement of the local school district is as follows:

> The governing board of each local school district shall adopt a policy regarding career education by resolution in accordance with the guidelines and regulations approved by the State Board of Education, and consistent with the provisions of this Act.
>
> HB 70, Sec 7

The implication, when considering this requirement in relation to the others imposed on local districts, is that there must be a board policy concerning career education and the program in every local district. Application or nonapplication for funds under the provisions of the act is the perogative of local officials.

State Department of Education--Requirements imposed on the State Department of Education by the act are presented in abbreviated form in the General Requirements section of this document. To fulfill those responsibilities the department intends to

1. assist in the development and dissemination of model curricula by
    a. identifying program and personnel sources in and outside the department,

b. providing and coordinating comprehensive consultative services and technical assistance through the Career Education Unit of the state department,

c. providing a collection center for curricular materials and information on career education,

d. disseminating materials for curriculum planning,

e. developing appropriate career education materials,

f. providing research reports and other information on projects previously funded in Kentucky,

g. providing an organizational structure to encourage and promote the introduction, planning, development and operation of innovative and exemplary career education programs,

h. reviewing textbooks and other instructional materials for appropriateness to career education programs, and to

2. identify and disseminate information relating to innovative teaching methods by encouraging schools to supply the department of education with data, materials, and information on effective teaching methods.

Provisions of House Bill 70 (KRS-158.505)

AN ACT relating to career education.

Be it enacted by the General Assembly of the Commonwealth of Kentucky:

Section 1. A new section of KRS Chapter 158 is created to read as follows:

This Act shall be known as "The Career Education Act of 1976."

Section 2. A new section of KRS Chapter 158 is created to read as follows:

As used in this act, unless the context otherwise requires:

(1) "Department" means the State Department of Education;

(2) "Competencies" means the possession of skills, knowledge, and understandings to the degree they can be demonstrated;

(3) "Career Education" means that life-centered educational process through which students are presented with information, activities, and guidance in the areas of basic learning and academic skill development, self- and career awareness, occupational exploration and orientation, and preparation for career decision making designed to:

(a) increase the relationship between school and society as a whole;

(b) provide opportunities for counseling, guidance, and career development;

(c) relate the subject matter of the curriculum of school to the needs of persons to function fully in society;

(d) extend the concept of the education process beyond the school into the area of employment and the community;

(e) foster flexibility in attitudes, skills, and knowledge in order to enable persons to cope with accelerating change and obsolescence;

(f) make education more relevant to employment and functioning in society; and

(g) clarify the distinction between education for vocational purposes and general or academic education.

Section 3. A new section of KRS Chapter 158 is created to read as follows:

It is the intention of the General Assembly in enacting this legislation to emphasize the right of each student in the public schools of this state to obtain the basic knowledge and learning skills necessary for life preparation as the first priority of public education. It is further the intention of the General Assembly to provide each student in the public schools with the opportunity to avail himself of those programs and services appropriate to his educational needs in the areas of basic academic and learning skill development; career awareness, exploration, and orientation leading to the ability to make informed career choices; acquiring the knowledge and understanding necessary to cope with life situations; and enabling continued personal education and enrichment through learning experiences designed to prepare each student with skills necessary for pursuing continued personal interests.

Section 4. A new section of KRS Chapter 158 is created to read as follows:

The Department of Education shall administer the provisions of this Act, pursuant to regulations adopted by the State Board of Education upon recommendation of the Superintendent of Public Instruction. In administering this Act, the department shall take into consideration the advice and counsel of the Secretary for Education and the Arts, the Secretary for Human Resources, and the Secretary for Consumer Protection and Regulation, or their designated representatives, and any other representative of a related agency or body deemed appropriate by the State Board of Education, including, but not limited to, representatives of professional educators, parents, guidance personnel active in the conduct of the schools, and members of the business community, as well as representatives of students participating in career education, and persons representative of the various regions of the state including both rural and urban residents.

Section 5. A new section of KRS Chapter 158 is created to read as follows:

(1) Career education shall be conducted in the elementary, secondary, postsecondary, and adult education programs administered by the Department of Education under authority of the State Board of Education as a process incorporated into the total curriculum and in conjunction with courses in any appropriate area of study.

(2) Career education shall include, but not be limited to, the areas of:

(a) Personal development, including the development of competencies necessary to acquire basic learning skills; communicate; compute using the basic processes; acquire knowledge and skills through continued learning; make informed decisions relating to career and life development; apply acquired knowledge and skills to real-life situations; pursue personal interests and enrichment; and obtain and apply knowledge of physical fitness, nutrition, and mental health to life-long personal health maintenance;

(b) Career and occupational awareness, including information, activities and guidance procedures of the career education concept designed to develop the understanding and ability necessary to make career choices, to cope with the changing economic and occupational environment, and to develop occupational and education competencies necessary for employment and continued education;

(c) Economic understanding, including knowledge of economic systems, information on tax structures and obligations, understanding of personal and family money management, and the competencies required for the application of such knowledge and understanding to consumer practices;

(d) Citizenship, including the rights and responsibilities of citizenship in the community, state, nation, and world social and political orders;

(e) Family life, including information and activities designed to develop an understanding of the role of the individual in family life, the rights and responsibilities incumbent upon each role participant, the responsibilities and duties of marriage and parenthood, and the theories and practices of child rearing and early childhood development; and

(f) Human relations, including knowledge of the relationship of the individual to his social, cultural, natural, and political environments, and understanding of the worth and dignity of other people, and the skills and understanding required in developing an ability to work with and relate to other individuals and groups, and an appreciation of the historical and cultural heritage and values of his environment and that of others.

(3) Career education shall be sequential in nature and suited to meet the needs of the students at their respective grade levels.

Section 6. A new section of KRS Chapter 158 is created to read as follows:

The department shall develop a comprehensive state-wide program of career education by assuming the following functions:

(1) Assist in the development and dissemination of model curricula in career education for the public schools, in conjunction with the programs of local boards of education and the institutions of higher education responsible for teacher education;

(2) Identify and disseminate information relating to innovative teaching methods for instruction in career education;

(3) Assist local school districts in conducting teacher in-service education programs on career education based on a training program developed by the department;

(4) Assist teacher education institutions in the development of a program designed to prepare teachers to utilize the theories and methods required of a program of career education;

(5) Provide funding for teacher in-service education programs when so requested by local school districts as provided in Section 10 of this Act; and

(6) Assist in the design and implementation of career education guidance programs and services deemed appropriate by the department.

Section 7. A new section of KRS Chapter 158 is created to read as follows:

The governing board of each local school district shall adopt a policy regarding career education by resolution in accordance with the guidelines and regulations approved by the State Board of Education, and consistent with the provisions of this Act, specifying among other things the curriculum or program to be utilized in career education, provisions for teacher in-service education, assistance to teachers and guidance personnel in implementation of such program, and the procedures by which parents, community members, and others may provide input into the program.

Section 8. A new section of KRS Chapter 158 is created to read as follows:

Nothing in this Act shall be interpreted as prohibiting any local school district, superintendent, principal, teacher or counselor from inviting qualified persons in the areas of career education from outside the school system to assist the teacher or counselor in classroom programs or to present programs to all or any part of the student body in a manner consistent with policy and regulation of the local board of education, the State Board of Education, and the provisions of this Act.

Section 9. A new section of KRS Chapter 158 is created to read as follows:

To assure effective implementation of this Act, the department shall, upon passage, institute planning, research, employment of appropriate personnel, and program implementation, and shall develop and submit to the Governor, the Legislative Research Commission, and the State Board of Education a comprehensive plan for achieving the priorities and programs set forth in Sections 3 and 5 of this Act. Such plan shall include, but not be limited to, the curriculum areas involved in the program; the method by which the program is to be presented in the public schools; procedures for development of model curricula, assisting in providing teacher in-service education and guidance services, and cooperative arrangements established for such purposes with local school districts and institutions of higher education responsible for teacher education.

Section 10. A new section of KRS Chapter 158 is created to read as follows:

(1) Each local school district desiring to receive funding for career education programs and teacher in-service training shall make application to the department for such funds. Each district application shall include, but not be limited to, a description of the career education program to be implemented including an evalution design, the number of students in the district who will be participating in the program, and the number of teachers who will be participating in in-service training. The department may provide that additional information, if required in determining grants to local school districts, be included in such application.

(2) Each local school district desiring to receive funding under the provisions of this Act shall make application, as provided in subsection (1) of this section, to the department no later than July 1 of the year in which career education is to be implemented in the educational program of the district.

(3) Of the total funds appropriated to carry out the provisions of this Act, the State Department of Education shall retain no more than two and one-half percent (2.5%) for administration services.

(4) Grants to local school districts shall be made in amounts proportionate to the number of teachers requiring in-service training and the number of students who will participate in the program under guidelines established by the department.

Section 11. To carry out the purposes of this Act, there is appropriated to the State Department of Education out of the General Fund in the State Treasury the sum of $2,050,000 for the 1976-77 fiscal year. Any balance remaining at the close of fiscal year 1976-77 shall not lapse, but shall continue into fiscal year 1977-78.

Section 12. Whereas, the current economic conditions of our society require immediate action designed to assist present and future citizens of the Commonwealth of Kentucky in obtaining the basic educational knowledge and skills required for full participation in our society and for coping with changing living conditions, an emergency is declared to exist, and this Act shall become effective upon its passage and approval by the Governor.

UNITED STATES CAREER EDUCATION LEGISLATION

The Career Education Incentive Act, passed in 1977 by the 95th Congress of the United States, is the most recent legislation regarding career education (P. L. 95-207).

Authorizations of funds include:

Elementary/Secondary

FY 79	$ 50 Million
FY 80	$100 Million
FY 81	$100 Million
FY 82	$ 50 Million
FY 83	$ 25 Million

Postsecondary

FY 79	$ 15 Million
FY 80	$ 15 Million
FY 81	$ 15 Million
FY 82	$ 15 Million
FY 83	$ 15 Million

To each state will be allotted an amount bearing the same ratio to such funds as such state's population aged 5-18, inclusive, bears to the total population of all states, aged 5-18, inclusive. However, no state shall be allotted from such funds for each fiscal year an amount less than $125,000.

From the remainder of the funds appropriated pursuant to section 4 for each fiscal year, the Commissioner may reserve:

- An amount not to exceed 5 per centum each year for the administration of this Act and for making model program grants pursuant to Section 10;

- An amount not to exceed 1 per centum each year for the purpose of carrying out the information program pursuant to Section 12 of the Act;

- An amount not to exceed one-half of one per centum each year for the purpose of carrying out a national evaluation of the effectiveness of programs assisted under this Act in carrying out the purposes of this Act; and

- An amount equal to 1 per centum for the purpose of making payments to the Virgin Islands, Guam, American Samoa, and the Trust Territory of the Pacific Islands in furtherance of the purposes of this Act.

Every State desiring to receive funds appropriated under Section 4 for fiscal year 1979 shall submit to the Commissioner an application containing assurances that--

- SEA will be the agency responsible for planning the use, and administering the expenditure of funds;
- State Legislature and Governor are notified of the State's application for funds;
- Prior fiscal effort will be maintained;
- State will pay for non-Federal share of costs (FY 80 . . .);
- Effort to integrate career education into regular education programs will be made;
- All educational programs. . . not solely but including vocational education;
- Career education programs coordinated by a state coordinator of career education;
- Appropriate staff will be provided to administer this Act;
- State plan will be continuously reviewed and amendments submitted when necessary;
- Funds will be utilized and distributed as per provisions of the law;
- At least 15% of State's grant will be used to develop and implement comprehensive career guidance services.

Use of Funds

Funds may be used only to pay the Federal share of the total costs of:

STATE (1) employing such additional State educational agency personnel as may be required for the administration and coordination of programs assisted under this Act;

(2) providing State leadership for career education, either directly or through arrangements with public agencies and private organizations (including institutions of higher education), in--

- (a) conducting inservice institutes for educational personnel;
- (b) training local career education coordinators;
- (c) collecting, evaluating, and disseminating career education materials on an intrastate and interstate basis with special emphasis on overcoming sex bias and stereotyping;
- (d) conducting statewide needs assessment and evaluation studies;
- (e) conducting statewide career education leadership conferences;
- (f) engaging in collaborative relationships with other agencies of State government and with public agencies and private organizations representing business, labor, industry and the professions and organizations representing the handicapped, minority groups, women, and older Americans; and
- (g) promoting the adaptation of teacher-training curricula to the concept of career education by institutions of higher education located in the State;

LOCAL (3) making payments to local educational agencies for comprehensive programs including--

- (a) instilling career education concepts and approaches in the classroom;
- (b) developing and implementing comprehensive career guidance services;
- (c) developing and implementing collaborative relationships;
- (d) developing and implementing work experiences;

(e) employing coordinators of career education in local educational agencies;

(f) training of local career education coordinators;

(g) providing inservice education for educational personnel, especially teachers, counselors, and school administrators;

(h) conducting institutes for members of boards of local educational agencies, community leaders, and parents;

(i) purchasing instructional materials and supplies for career education activities;

(j) establishing and operating community career education councils;

(k) establishing and operating career education resource centers;

(l) adopting, review, and revising local plans for coordinating the implementation of the comprehensive program; and

(m) conducting needs assessments and evaluations; and

(4) reviewing and revising the State Plan.

For further information regarding Career Education legislation and its implementation and funding contact

Unit for Career Education
Bureau of Instruction
Capital Plaza Tower
Frankfort, KY 40601

KENTUCKY ADVISORY COUNCIL-
CAREER EDUCATION

Each state has a career education advisory council that meets with the career education coordinator regularly throughout the year to advise and aid the coordinator in various phases of the program. Council members may be contacted for information in their particular fields.

Council Members

Ashland

ASHLAND OIL CO
Roy R. Stein, Manager
Training and Development
Ashland Oil Co
P.O. Box 391
Ashland, KY 41101
(606) 329-3333

Bowling Green

KENTUCKY ASSOCIATION OF
ELEMENTARY PRINCIPALS
William Whittinghill
L.C. Curry Elementary School
Durbin Drive
Bowling Green, KY 42101
(502) 842-0089

Cadiz

KENTUCKY ASSOCIATION OF
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Cadiz, KY 42211
(502) 522-3904

Frankfort

KENTUCKY NATIONAL GUARD
Capt. Phillip Antle
Special Programs Coordinator
Boone National Guard Center
Veterans Bldg
Frankfort, KY 40601
(502) 564-7800, ext 436

Frankfort (cont'd)

DEPARTMENT FOR HUMAN RESOURCES
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Bureau of Social Services
Department for Human Resources
275 E Main St, 6th fl
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(502) 564-7220

KENTUCKY COMMISSION ON ARTS
Nancy Carpenter
Kentucky Commission on Arts
100 W Main St
Frankfort, KY 40601
(502) 564-3757

BUREAU OF CORRECTIONS
S. Frank Fritsch, Director
Staff/Client Development
Bureau of Corrections
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MANPOWER SERVICES
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Department for Human Resources
275 E Main St, 2d fl (West)
Frankfort, KY 40601
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BUREAU OF EXCEPTIONAL CHILDREN
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Division of Learning Disabilities
Bureau of Education for
Exceptional Children
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Council Members [cont'd]

Frankfort (cont'd)

BUREAU OF INSTRUCTION
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Bureau of Instruction
Department of Education
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OFFICE OF PLANNING AND RESEARCH
Dr. Curtis Phipps
Division of Guidance
Department of Education
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West Frankfort Office Complex
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Career Education Coordinator
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Louisville

ARMY RECRUITING
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Army Recruiting
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Louisville, KY 40202
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ELEMENTARY SCHOOL COUNSELING
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GENERAL ELECTRIC
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Community Relations
General Electric
Appliance Park, AP 53 2F
Louisville, KY 40225
(502) 452-4532

JEFFERSON COUNTY SCHOOLS
Barbara Preli
Career Education Coordinator
Jefferson County Schools

Council Members [cont'd]

Louisville (cont'd)

JEFFERSON COUNTY SCHOOLS (cont'd)
Brown Education Center
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Louisville, KY 40202
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BELL TELEPHONE
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Murray

CALLOWAY COUNTY SCHOOLS
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Nancy

KENTUCKY DECA
Tim Tarter, President
Kentucky DECA
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Nancy, KY 42544
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Paducah

KENTUCKY SCHOOL BOARDS ASSOCIATION
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Pikeville

PIKE COUNTY SCHOOLS
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Pikeville, KY 41501
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Russellville

KASA
William Lynch
Director of Pupil Personnel
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Russellville, KY 42276
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Versailles

FFA
Rusty Thomas
Route 3, Milner Pike
Versailles, KY 40383
(606) 873-4836

Winchester

CLARK COUNTY SCHOOLS
Bill Bolton
Clark County Schools
1600 W Lexington
Winchester, KY 40391
(606) 744-4545

NATIONAL ADVISORY COUNCILS

NATIONAL ADVISORY COUNCIL ON CAREER EDUCATION

The 21-member (12 public-; 9 nonvoting-) National Advisory Council on Career Education, which meets irregularly, is responsible for advising the U.S. Commissioner of Education on the implementation of Public Law 93-380, Section 406. The council also carries out other advisory functions as deemed appropriate. These include (1) evaluating the effectiveness of Section 406 and the HEW career education programs and (2) determining any potential need for further legislation to ensure that all citizens might benefit from Section 406.

By law, one of the council's initial activities involves assessing, and subsequently reporting to Congress, the current status of career education programs, projects, curricula, and materials in the United States. The council's report is to include recommendations for new legislation designed to accomplish the policies and objectives set forth in Public Law 93-380, Section 406. This report is published as the Interim Report with Recommendations for Legislation. (Fourteen commissioned career education papers are listed under government publications.)

For information, contact Dr. John Lindia, Delegate; National Advisory Council on Career Education; 7th and D Streets SW, room 3100; Washington, DC 20202.

NATIONAL ADVISORY COUNCIL ON VOCATIONAL EDUCATION

The 21 educational practitioners and administrators, business persons, and others who serve on the National Advisory Council on Vocational Education meet at 6-week intervals "to advise the Commissioner of Education concerning the administration of, preparation of, general regulations for, and operation of vocational education programs supported with assistance under this title" (mandate under the Vocational Education Amendments of 1968.)

Council publications include News from NACVE and Fact Sheet, monthly, and A National Policy on Career Education. Inquiries may be directed to the Executive Director; National Advisory Council on Vocational Education; 425 Thirteenth St NW, suite 412; Washington, DC 20004 [(202) 367-8873].

Bureau of Occupational and Adult Education--Because of the interrelatedness of career and vocational education, the Bureau of Occupational and Adult Education is included as a federal resource. Under the direction of Dr. William Pierce, the bureau initiated and supported many early efforts in career education: exemplary and demonstration projects were funded and supported under Parts C and D of the Vocational Education Amendments of 1968, and curriculum development projects under Part I.

COUNCIL OF CHIEF STATE SCHOOL OFFICERS

The Council of Chief State School Officers, an independent organization of state superintendents and commissioners from each of the 50 states and 6 extrastate jurisdictions, respectively, meets annually. Staffed by 14, the council is currently engaged in a career education project as well as several other special projects.

A monthly publication, Exchange, and further information are available through the Executive Secretary; Council of Chief State School Officers; 1201 Sixteenth St NW; Washington, DC 20036 [(202) 833-7850].

NATIONAL ASSOCIATION FOR INDUSTRY-EDUCATION COOPERATION

The National Association for Industry-Education Cooperation, with a staff of one and a membership of 178 educational practitioners and administrators, and government and business personnel, meets quarterly. The council's objective is the heightened relevance and quality of educational programs--at all levels--through the mobilization of resources, educational and industrial (including those of business, labor, government, agriculture, and the professions.)

Council publications include a quarterly newsletter ($4), Industry Education Councils: A Handbook, and How to Plan a Community Resources Workshop. All inquiries may be directed to National Association for Industry-Education Cooperation; 235 Hendricks Blvd; Buffalo, NY 14226 [(716) 278-5726].

KENTUCKY STATE PLAN FOR CAREER EDUCATION--1978-83

ABSTRACT

The Kentucky State Plan for Career Education (1978-83) is part of the continuing evolution of career education in Kentucky and the country generally. In response to the widespread feeling that our public schools need to prepare students for the world of work, the 1976 session of the Kentucky General Assembly enacted into law the Kentucky Career Education Act (HB 70). The Act mandated that career education be conducted in all elementary, secondary, post-secondary, and adult education programs administered by the Kentucky Department of Education as a process incorporated into the total curriculum. (KRS-158.505)

On a national level, the Education Amendments of 1974 (Public Law 93-380) created the Office of Career Education within the U.S. Office of Education, established the National Advisory Committee for Career Education, and made grants available to State educational agencies to develop State plans "for the development and implementation of career education programs in the local educational agencies of the State." These funds were to be used to plan for career education for students in the elementary and secondary schools of the State. The Kentucky State Plan for Career Education has been developed as a result of these planning funds.

In 1977, President Carter signed the Career Education Incentive Act (Public Law 95-207) authorizing $400 million over [a five-year period] for career education programs in elementary and secondary schools and institutions of higher education. For each year, a minimum of 80% to 85% of the appropriated funding is scheduled to pass through the states to local educational agencies in the form of grants to establish career education as part of the regular program of instruction and to improve guidance and counseling services.

The State Plan has attempted to bring together the career education needs of Kentucky, the existing programs supported by House Bill 70, and the enacted federal legislation into a workable plan for career education in the Commonwealth.

Definition

Career Education in Kentucky means "that life-centered educational process through which students are presented with information, activities, and guidance in the areas of basic learning and academic skill development, self- and career awareness, occupational exploration and orientation, and preparation for career decision making. . ." [KRS 311.]

Conceptual Model

The life-centered, conceptual model around which career education in Kentucky has been developed addresses the mandates of the State Career

Education Act as well as the basic components identified in the federal Career Education Incentive Act. The model reflects the sequential, developmental process of career education: career awareness in the elementary grades (K-6), career orientation/exploration at the junior high/middle school level (7-9), and career preparation at the high school level. Guidance activities continue throughout the process, with career planning and decision making increasing in importance and emphasis throughout the latter phases.

The developmental areas addressed in Kentucky's career education model include: Human Relations, Personal Development, Economic Understanding, Career/Occupational Awareness, Citizenship, Career Orientation/Exploration, Decision making, Planning, and Family Life. Career education programs and activities implemented in elementary and secondary schools will be so designed as to impact on these developmental areas.

Learner Outcomes

The following USOE Learner Outcomes are recommended by the State Department of Education and the Kentucky Career Education Advisory Council as model statements by which to guide and evaluate the statewide effort to implement career education into the total curriculum.

Career education seeks to produce individuals who, when they leave school (at any age or at any level) are:

1. Competent in the basic academic skills required for adaptability in our rapidly changing society.
2. Equipped with good work habits.
3. Capable of choosing and who have chosen a personally meaningful set of work values which foster in them a desire to work.
4. Equipped with career decision-making skills, job-hunting skills, and job-getting skills.
5. Equipped with vocational personal skills at a level that will allow them to gain entry into and attain a degree of success in the occupational society.
6. Equipped with career decisions based on the widest possible set of data concerning themselves and their educational-vocational opportunities.
7. Aware of means available to them for continuing and recurrent education once they have left the formal system of schooling
8. Successful in being placed in a paid occupation, in further education, or in a vocation consistent with their current education.

9. Successful in incorporating work values into their total personal value structure in such a way that they are able to choose what, for them, is a desirable lifestyle.

SEA Purposes

The Department of Education in Kentucky has been assigned as the agency responsible for the administration of the State Plan for Career Education. Seven basic purposes have been used in generating the specific goals and objectives to be accomplished during the five-year period covered by this plan. It is the Department's intent to implement career education in Kentucky by striving to achieve the following purposes:

PURPOSE 1.0--The SEA will assist* in the development of comprehensive Career Education plans and programs.

PURPOSE 2.0--The SEA will assist educational personnel in developing the competencies necessary to incorporate Career Education into the local curriculum.

PURPOSE 3.0--The SEA will assist in the development of curricular and guidance methods and materials which foster Career Education concepts and outcomes.

PURPOSE 4.0--The SEA will assist in the development of linkages/arrangements between school-home-community which foster Career Education concepts and outcomes.

PURPOSE 5.0--The SEA will provide for a dissemination system which permits the statewide and nationwide sharing of methods and materials in Career Education.

PURPOSE 6.0--The SEA will provide for an evaluation system for purposes of assessing plan accomplishments.

PURPOSE 7.0--The SEA will provide for a statewide management system which insures the leadership and assistance necessary to implement the state plan for Career Education.

All purposes, goals, and objectives in the State Plan are intended to impact on all phases of the schooling process (e.g., instruction, guidance, curriculum) and effect all students at all grade levels. All students in Kentucky elementary and secondary school programs are intended to be the recipients of career education efforts and services at the state and local levels. It is expected that the State Plan will meet the needs of special groups including the handicapped, the educationally disadvantaged, and minorities. In addition, the problems of sex and race stereotyping of career opportunities will be addressed.

*For "assist", read: to provide leadership, management skills, technical assistance, and funding.

Organization of the Plan

The State Plan for Career Education contains four parts. Part I, Meaning of Career Education and a Conceptual Base for Program Development, is a general discussion of career education in Kentucky. Included in this section are a definition and conceptual treatment of career education, the identification of learner outcomes, a summary of the career education needs assessment, a history of career education efforts in Kentucky, and the current status of career education in Kentucky.

Part II of the State Plan identifies the purposes, goals, and objectives which will be utilized to guide State Department efforts during the five-year period (1978-83) in attempting to integrate career education into the elementary and secondary school instructional and guidance programs throughout the state. This section pays particular attention to State Department objectives during the first year of implementation of the plan.

Part III describes in a narrative format how the State Plan will be implemented and administered during the five-year period (1978-83) with particular emphasis on the first year of implementation. Included in this section are brief treatments of State Department efforts to be conducted in the following areas: dissemination, staff development, materials, and resources, collaborative relationships, use of advisory councils, evaluation, meeting the needs of special groups, career guidance, and the relationship of career education to post-secondary and adult education settings.

Part IV is a discussion of the management concerns related to the implementation of the State Plan. Included are sections on use of funds, the budget, evaluation, and accountability.

Two appendices are intended to be included as part of the State Plan for Career Education. They are (1) the Kentucky Career Education Resource Guide and (2) a document detailing the needs assessment data utilized in compiling the State Plan. The Resource Guide is a detailed and comprehensive document intended to provide assistance to individuals working in career education in the identification of supportive and useful resources on a local, state, and national basis. The needs assessment appendix is a comprehensive treatment of the needs assessment summary included in Part I of the plan as part of the background information.

The Unit for Career Education

The State Plan of Education staffing for implementation of this plan is located in the Unit for Career Education (CE-Unit). This Unit is part of the Bureau of Instruction.

The CE-Unit will for the first year include four roles and the equivalent of three full-time professional positions. One full-time position will be the State Coordinator of Career Education. The individual in this position will be responsible for the implementation of the State Plan.

The CE-Unit will also include two half-time positions. One position will include responsibility for coordinating those career education activities that are related to guidance; the other responsibility for monitoring all activities to help insure the elimination of all biases, stereotyping, and discrimination from career education programs and materials.

The CE-Unit will have a fourth staff member. This staff person will basically assist the Coordinator. Likely responsibilities would include up-dating the plan, especially in the needs assessment and evaluation areas, and planning regional and statewide conferences.

It must be emphasized that the CE-Unit staff will draw heavily upon other offices in the Department of Education for assistance. The CE-Unit is intended to be a small staff coordinating and organizing numerous other staff members to achieve State Plan objectives outlined.

Use of Funds

It is anticipated that the State of Kentucky will receive a total of approximately three hundred and seventh thousand dollars ($370,000) for fiscal year 1979. Generally, the use of funds for the State Plan will be divided among three possible uses. The first and most important of these uses will be flow-through money to local educational agencies for comprehensive programs related to career education. It is anticipated that, for the first fiscal year of the plan, the money allocated to flow-through projects shall total no less than 80% of the total funding. For fiscal years 1980-83, not less than 85% of the funds shall be dedicated to this purpose.

The flow-through money to local school districts may be used for a variety of purposes. These purposes may include the following:

[illegible] Instilling Career Education concepts and approaches in the classroom.

B. Developing and implementing comprehensive career guidance, counseling, placement and follow-up services utilizing counselors, teachers, parents, and community resource personnel.

C. Developing and implementing collaborative relationships with organizations representing the handicapped, minority groups, and women and with all other elements of the community, including the use of personnel from such organizations and the community as resource persons in schools and for student field trips into that community.

D. Developing and implementing work experiences of students whose primary purpose is career exploration, if such work experiences are related to existing or potential career opportunities and do not displace other workers who perform such work.

E. Employing coordinators of Career Education in local educational agencies or in combinations of such agencies.

F. Training of local Career Education coordinators.

G. Providing in-service education for educational personnel especially teachers, counselors, and school administrators, designed to help such personnel to understand Career Education, to acquire competencies in the field of Career Education and to acquaint such personnel with the changing work patterns of men and women, ways of overcoming sex stereotyping in Career Education, and ways of assisting women and men to broaden their career horizons.

H. Conducting institutes for members of boards of local educational agencies, community leaders, and parents concerning the nature and goals of Career Education.

I. Purchasing instructional materials and supplies for Career Education activities.

J. Establishing and operating community Career Education councils.

K. Establishing and operating Career Education resource centers serving both students and the general public.

L. Adopting, reviewing, and revising local plans for coordinating the implementation of the comprehensive program.

M. Conducting needs assessment and evaluations.

The flow-through money will be allocated to local school districts on the basis of project proposals rather than a flat grant formula. A flat grant formula would result in many districts receiving such small grants as to be ineffective and would be in violation with the intent of the Act. It is the intent of the Act that all project funds be distributed in accordance with identified needs. In identifying needs, local educational agencies shall take special efforts to identify and meet the needs of areas of high incidence and prevalence of youth and adult employment or serving sparsely populated areas with relatively few students. In addition, each local school district, in its project application, shall identify the approach to be taken to provide services to private non-profit elementary and secondary schools within its attendance area. Services provided to such schools shall be delivered to the extent consistent with the number of schools and the number of children enrolled in such schools.

The second major purpose to which funds will be committed is the employment of the SEA staff and reviewing and revising the State Plan annually. No more than 10% of the funds for fiscal year 1979 and no more than 5% of the funds for succeeding fiscal years shall be utilized for these two purposes.

The third use of the funds made available under the Career Education Incentive Act will be to fund a variety of activities directed by the Career Education Unit. These funds shall amount to no more than 10% of the total funds available for any fiscal year. The objectives identified in Part II of the plan give some indication of the kinds of activities to occur over the total five years. These activities include the following:

A. Conducting in-service institutes for educational personnel.

B. Training local Career Education coordinators.

C. Collecting, evaluating, and disseminating Career Education materials on an intrastate and interstate basis, with special emphasis on overcoming sex biases and stereotyping.

D. Conducting statewide Career Education leadership conferences.

E. Engaging in collaborative relationships with other agencies of state government and with public agencies and private organizations representing business, labor, industry, and the professions and organizations representing the handicapped, minority groups, women, and older Americans.

F. Promoting the adaptation of teacher-training curricula to the concept of Career Education by institutions of higher education located within the state.

II. CAREER EDUCATION PROGRAMS AND THEIR RESOURCES

SURVEY OF LOCAL EDUCATION AGENCY RESOURCES

SELECTED KENTUCKY CAREER EDUCATION PROGRAMS AND PRACTICES

SELECTED NATIONWIDE CAREER EDUCATION PROGRAMS

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SURVEY OF LOCAL EDUCATION AGENCY RESOURCES

Early in 1978, a survey questionnaire was mailed to all local education agencies (LEAs) in Kentucky. From this survey, only specific pertinent information was selected for reference in this guide. Schools that either did not respond to the survey or did not answer the following items are not included in this section; however, they may, nonetheless, have programs and resources of interest.

Item 53: Please give the titles and a brief description of useful career education instructional materials and successful transportable career education activities developed in your local school system. (Specific LEA Resources)

Item 55: Please identify and give a brief description of model facilities that are available in your LEA for the exploration and preparation components of career education. (Model facilities)

Examine these Kentucky resources. All schools listed have indicated they have resource people available; visitation, consultation, and other inquiries may be directed to the survey respondents. (To keep expenses to a minimum, consider career education programs in your own vicinity before planning more extensive travel to other areas in the state. For convenience, schools are grouped geographically into regions from west to east.)

SECTION 1 (WESTERN KENTUCKY)

VOCATIONAL REGIONS 1, 2, 3

Counties

Ballard
Caldwell
Callaway
Carlisle
Christian
Crittenden
Daviess
Fulton
Graves
Hancock
Henderson
Hickman
Hopkins
Livingston
Lyon
McCracken
McLean
Marshall
Muhlenberg
Ohio
Todd
Trigg
Union
Webster

CALDWELL COUNTY
Box 229
Princeton, KY 42445
(502) 365-2341 or 365-6601

Survey Respondent:
Shirley B. Fritz
Elementary Counselor
West Side School
Short Street
Princeton, KY 42445

Specific LEA Resources:

Grades 1-2 Career Education wood puzzles--take-off points for units

SMI materials, specifically "Adventures in Growth" which provides tapes, books and worksheets (excellent in helping students set goals)

SRA Self-Development Kit, contains tapes, photo boards, excellent manual.

CHRISTIAN CO. PUBLIC SCHOOLS
Glass Ave
Hopkinsville, KY 42240
(502) 886-2533

Survey Respondent:
William A. Bell, Assistant Superintendent of Instruction
Glass Ave
Hopkinsville, KY 42240

Model Facilities:

- Christian County High School
- Christian County and Hopkinsville middle schools
- Highland and Holiday elementary schools

DAVIESS COUNTY SCHOOLS
Box 1510
Owensboro, KY 42301
(502) 685-3161

Survey Respondent:
Harvey Marksberry, Assistant Supervisor of Instruction
Box 1510
Owensboro, KY 42301

Specific LEA Resources:

- Decision Making (Apollo High School)
- Daviess County Elementary Career Education Guidebook
- Daviess County Language Arts Management System
(The six [6] concepts are infused into all curriculum areas.)

HANCOCK CO. BOARD OF EDUCATION
Box 125
Hawesville, KY 42348
(502) 927-6911

Survey Respondent:
Vickie P. Basham
Supervisor
Box 125
Hawesville, KY 42348

Model Facilities:

We have a "radio room" where students learn how to plan and broadcast a radio program. This is at the high school level.

HENDERSON COUNTY
1805 Second St
Henderson, KY 42420
(502) 826-9578

Survey Respondent:
James E. Guess, Career Education Director
111 S Adams
Henderson, KY 42420

MC CRACKEN CO. BOARD OF EDUCATION
Bleich Road
Paducah, KY 42001
(502) 554-4111

Survey Respondent:
James T. West, Federal Program
Coordinator and Career
Education Director
Bleich Rd
Paducah, KY 42001

Specific LEA Resources:

Local handbook developed by teachers.

Model Facilities:

Middle School Communication Lab for teaching practical arts communication skills.

TRIGG CO. BOARD OF EDUCATION
P.O. Box 31
Cadiz, KY 42211
(502) 522-6071

Survey Respondent:
Jack F. Turner, Federal Programs
Coordinator
P.O. Box 31
Cadiz, KY 42211

Specific LEA Resources:

- Shadowing Day--middle school
- Career Education Day--middle school; high school
- Career Seminars--high school
- Private Enterprise--high school

SECTION 2

VOCATIONAL REGIONS 4, 5, 14

Counties

Adair
Allen
Barren
Breckinridge
Butler
Casey
Clinton
Cumberland
Edmonson
Grayson
Green
Hardin
Hart
Larue
Logan
Marion
McCreary
Meade
Metcalfe
Monroe
Nelson
Pulaski
Russell
Simpson
Taylor
Warren
Washington
Wayne

BARREN CO. BOARD OF EDUCATION
Washington St
Glasgow, KY 42141
(502) 651-3787 or 651-3100

Survey Respondent:
Golda Walbert, Supervisor
of Instruction
Box 373
Glasgow, KY 42141

BOWLING GREEN INDEPENDENT SCHOOL DISTRICT
224 E Twelfth St
Bowling Green, KY 42101
(502) 842-3323 or (502) 781-2254

Survey Respondent:

Mrs. Judy White, Assistant
Coordinator, Career Education
Career Education Office
Bowling Green High School
Rockingham Lane
Bowling Green, KY 42101

Specific LEA Resources:

"The Bowling Green Career Education Manual for Teachers, Counselors, and Administrators" ERIC File ED 092772

"Career Education REVIEW" newsletters (published monthly Oct. - May)

"Project PEOPLE" Brochure

Job Lab - to be used in elementary grades
1. (15) cluster booklets
2. 6" x 9" cards placed in alphabetical order according to job title.

New Rochester Occupational Reading Series with student exercise books covering:
1. Starting work
2. On the job
3. Keeping the job
4. Working for the city
5. Time out for leisure

Duso D1-Books 1 and 2--Developing Understanding of Self and Others--The puppet Duso is used to tell the stories.

Our Working World Series
1. Families at work
2. Neighbors at work

A Series of American Guidance Readers
1. Everywhere We Go--everywhere boys and girls go they see new things, get new ideas, and find new ways to work and play together.
2. The People Around Us--the stories are about people like you and their families and friends. The more one thinks about people the more interesting they become.
3. Seeing Ourselves--stories give some real-life pictures of people to think and talk about. The Personality Wheel and Ladder of Self-Control have been especially useful.

Library Career books on many walks of life--these are used by students to find the material requested by a teacher on certain careers.

Career Awareness Activity Cards--an outline to follow is set up:
1. Purpose
2. Procedure
3. Discussion
4. Extension

King Features Awareness Program--to make students aware of the many different jobs involved in providing people with entertainment, recreation, and hospitality, from travel agent to forest ranger and from athletic coach to theater projectionist
1. Comic books on career cluster
2. A quiz over the book read each time
3. Career bingo

Filmstrips
1. Career Opportunities--covered these subject areas:
   a. English
   b. Math
   c. Social Studies
   d. Science

   e. Others can be ordered when there are monies provided.

2. Auto-Visual Programming--American Learning Systems series of 16 filmstrips introducing and covering the 15 career clusters. Pamphlets are provided to supplement the filmstrip career clusters
3. Value films
4. Many others covering such subjects as
   a. Job opportunities
   b. Job interviews
   c. People who help others
   d. On the job trainees
   e. What you want to be
   f. Many others for elementary, junior high and senior grades

Games--help students to learn how to communicate more effectively

Service of Values--a tool kit of strategies and techniques which, taken seriously can help a person see more clearly the directions his day to day life choices are taking

Dimensions of Personality--Programs with Spirit Masters
1. Becoming Myself
2. Here I Am
3. I'm Not Alone

Good Times Box--a series of positive activities for the classroom

S.R.A. Occupational Exploration Kit--useful but some of the materials are outdated

Vertical File--articles from companies for free advertising, information how to get pamphlets from companies, newspaper articles, and lists for teachers to order

Posters: family life of animals, career person dressed and at work, and others

Workbooks with study units

Loose-leaf notebooks from the state containing career units

The Bowling Green Career Education Manual

Learning Concepts in Career Development--from the Kentucky Department of Education

Other state provided materials

K.E.T. Resources for Career and Consumer Education (program booklet)

Career materials for flannel board

We have approximately 38 inhouse consultants who can qualify as resource people.

Model Facilities:

Bowling Green Junior High School (Practical Arts and exploratory phase)
Bowling Green Senior High School (Preparatory phase) (Occupational Training Center on campus)

I. Career Education Plan

   A. Using the career cluster approach, all students would be exposed to the fifteen clusters upon completion of their grade 12

   B. Career decision-making skills need to be developed in 9-12. Upon completion of grade 12, 90% of the students would be able to express a tentative career choice

C. A comprehensive career education inservice training for all staff members was planned and 100% would participate during 1977/78 school year

D. Career education library was to be updated and by the end of the year, career materials would be current, organized, and accessible to staff and students

E. Parents and community were to be involved in implementing the career education programs. Career awareness was to be promoted in the community

BUTLER CO. SCHOOL DISTRICT

Tyler Street
Morgantown, KY 42261
(502) 526-3793

Survey Respondent:

Pauline West, Supervisor
Tyler Street
Morgantown, KY 42261

Specific LEA Resources:

Career Education Curriculum Guides are being prepared for the 1978-79 school year. Many kits, games, awareness basket, puzzles, posters, Career Activity cards, community workers, cash registers, mail boxes, puppets, Spice Handbook Careers, When I Grow Up, Careers for all Series, Transportation, Job Opportunities Kit, (filmstrip and cassettes), Careers in Agriculture, Exploring Health Careers, Slides on Being a Biologist, Exploring Careers in Science.

Model facilities:

A resource room is in the process of being set up in the libraries of the Morgantown Elementary and Butler County High Schools.

ELIZABETHTOWN CITY SCHOOLS

Box 605
Elizabethtown, KY 42701
(502) 765-2012

Survey Respondent:

Dr. Ralph Royster, Assistant Supervisor
Box 605
Elizabethtown, KY 42701

Specific LEA Resources:

Curriculum Guide to Consumer and Career Education - (elementary; junior high; senior high)

GRAYSON COUNTY

909 Brandenburg Rd
Leitchfield, KY 42754
(502) 259-4011

Survey Respondent:

Edwina Anderson, Supervisor
909 Brandenburg Rd
Leitchfield, KY 42754

Specific LEA Resources:

Career curriculum guides have been developed and written in grades 1-6.

HARDIN CO. BOARD OF EDUCATION

110 S Main St
Elizabethtown, KY 42701
(502) 765-4186

Survey Respondent:
Dr. Ernest G. Thro, Assistant Superintendent
110 S Main St
Elizabethtown, KY 42701

Specific LEA Resources:

"Three in a Tub, Careers to Share, Let's Be Aware!" (Curriculum Guide - Grades K-6)

"Exploration for Self-Actualization" (curriculum guide--7-9)

"Community Resource Guide" (K-12)

Model Facilities:

Hardin County Materials Center provides twice weekly delivery services to all teachers. Materials include films, video-tapes, kits, and filmstrips.

BOARD OF EDUCATION OF MARION CO.

Lebanon, KY 40033
(502) 692-3721

Survey Respondent:
Joyce Payne, Supervisor
223 Spalding Ave
Lebanon, KY 40033

Specific LEA Resources:

Career Education Curriculum Guide with activities for grades 1-6; instructional units for Career Education in grades 7-12 for the different departments.

RUSSELLVILLE BOARD OF EDUCATION

7th and Summer Streets
Russellville, KY 42276
(502) 726-6428

Survey Respondent:
Mrs. Pauline H. Johnson, Instructional Supervisor
7th and Summer Streets
Russellville, KY 42276

Specific LEA Resources:

Career units written for K-12 for all personnel.

SOMERSET INDEPENDENT SCHOOLS

College St
Somerset, KY 42501
(606) 679-4451

Survey Respondent:
Ferner Curry, Director of Pupil Personnel
College St
Somerset, KY 42501

WAYNE CO. BOARD OF EDUCATION

Box 176
Monticello, KY 42633
(606) 348-2451 or 8426

Survey Respondent:
Herbert Wheat, Supervisor
Box 176
Monticello, KY 42633

Specific LEA Resources:

Our most effective Career Educational instructional materials are the units developed by the staff. Each teacher developed two units which were infused into the curriculum content areas.

WEST POINT INDEPENDENT SCHOOL

P.O. Box 367
West Point, KY 40177
(502) 922-4797

Survey Respondent:

J.B. Skaggs, Career Education Coordinator
P.O. Box 367
West Point, KY 40177

Model Facilities:

Our school consists of ten basic classrooms. Within each classroom facilities are available for exploratory and preparatory components of career education.

SECTION 3

(BLUEGRASS AND NORTHERN KY.) VOCATIONAL REGIONS 6, 7, 15

Counties

Anderson
Boone
Bourbon
Boyle
Bullitt
Campbell
Carroll
Clark
Estill
Fayette
Franklin
Gallaten
Garrard
Grant
Harrison
Henry
Jefferson
Jessamine
Kenton
Lincoln
Madison
Mercer
Nicholas
Oldham
Owen
Pendleton
Powell
Scott
Shelby
Trimble
Woodford

ANDERSON COUNTY SCHOOLS

202 Woodford St
Lawrenceburg, KY 40342
(502) 839-3141

Survey Respondent:

Ep Russell, Jr, Supervisor
202 E Woodford
Lawrenceburg, KY 40342

BELLEVUE BOARD OF EDUCATION

215 Center St
Bellevue, KY 41073
(606) 261-8099

Survey Respondent:

Kenneth A. Wendel, Supervisor
215 Center St
Bellevue, KY 41073

BEREA IND. SCHOOL DISTRICT

Ellipse St
Berea, KY 40403
(606) 986-8446

Survey Respondent:

Peggy C. Kelly, Career Education Coordinator
Berea Community High School
Berea, KY 40403

Model Facilities:

For use in the 7th grade marketing and distribution is a grocery store simulation--includes groceries and cash register with separate change return.

CAMPBELL COUNTY BOARD OF EDUCATION
101 Orchard Ln
Alexandria, KY 41001
(606) 635-2173

Survey Respondent:
Dr. Curtis Foutch, Associate Superintendent
101 Orchard Ln
Alexandria, KY 41001

COVINGTON INDEPENDENT
25 E Seventh St
Covington, KY 41011
(606) 292-5800

Survey Respondent:
Richard Williams, Assistant Superintendent
25 E Seventh St
Covington, KY 41011

Model Facilities:

Job Prep Center - Community Ed Center
Model Office - Holmes High School
DE - Holmes High School
BOE Coop - Holmes High School

DANVILLE INDEPENDENT SCHOOLS
E Lexington Ave
Danville, KY 40422
(606) 236-5626

Survey Respondent:
Mrs. Nina Scott (teacher)
Jennie Rogers Elementary
Danville, KY 40422

ERLANGER-ELSMERE INDEPENDENT SCHOOLS
500 Graves Ave
Box 233
Erlanger, KY 41018
(606) 727-2009

Survey Respondent:
Harold Ensor, Associate Superintendent
500 Graves Ave
Box 233
Erlanger, KY 41018

ESTILL COUNTY BOARD OF EDUCATION
Main St
Irvine, KY 40336
(606) 723-2181

Survey Respondent:
Janice Davis, Coordinator
Winchester Road
Irvine, KY 40336

Model Facilities:

D.E. Lab
Model Office
Horticulture facilities

FAYETTE COUNTY BOARD OF EDUCATION
701 E Main St
Lexington, KY 40502
(606) 259-1411

Survey Respondent:
Kenneth N. Kron, Career Education Coordinator
701 E Main St
Lexington, KY 40502

Model Facilities:

EBCE Program at 4 high schools.

FRANKFORT INDEPENDENT SCHOOLS

315 Steele St
Frankfort, KY 40601
(502) 227-9607

Survey Respondent:

Polly Green, Counselor
Frankfort High School
328 Shelby St
Frankfort, KY 40601

Specific LEA Resources:

Sample district plans - State Department

Cluster handouts from State Department

Shadowing - State Department handout

Guideline for Career Education - Kentucky Department of Education

Steps to Career Decision Making - Pam Remmer, Wes Wingett

Model Facilities:

Mrs. Margaret Roach's language arts career ed component, Second Street School, Frankfort, KY 40601. Each student must use all phases of language arts (speaking and writing) in exploring, getting a speaker, etc. for a career area of their interest.

GALLATIN COUNTY SCHOOLS

U.S. 42
Warsaw, KY 41095
(606) 567-5761

Survey Respondent:

A. Ralph Edwards
U.S. 42
Warsaw, KY 41095

JEFFERSON COUNTY PUBLIC SCHOOLS

Van Hoose Center
Louisville, KY

Survey Respondent:

Barbara Preli, Director - Career Education
Brown Education Center
4th and Broadway, room 1508
Louisville, KY 40202

Specific LEA Resources:

1. Curriculum supplements K-12
2. Program booklet
3. Grade level elementary handbooks
4. Subject level handbook - all areas - 6-12
5. Internship - shadowing booklets
6. Manipulative activities non-transportable
7. Many resource people available

LINCOLN COUNTY BOARD OF EDUCATION

Somerset St
Stanford, KY 40484
(606) 365-2124

Survey Respondent:

Russell Martin, Elementary Supervisor
Somerset St
Stanford, KY 40484

Specific LEA Resources:

Lincoln County Career Education Curriculum Guide, written by twenty teachers, principals, and counselors, to provide professional educators in the Lincoln County Public School System with practical directions for implementing career education in grades K-12.

MADISON COUNTY BOARD OF EDUCATION
707 N Second St
Richmond, KY 40475
(606) 623-5200

Survey Respondent:
Glenn R. Marshall, Supervisor
707 N Second St
Richmond, KY 40475

Specific LEA Resources:

We have developed Career Ed guides for our elementary teachers to use in their classrooms. We are developing our high school program this year.

PARIS BOARD OF EDUCATION
301 W Seventh St
Paris, KY 40361
(606) 987-2400

Survey Respondent:
James Dirkerson, Supervisor
301 W Seventh St
Paris, KY 40361

PENDLETON COUNTY BOARD OF EDUCATION
Route 5
Falmouth, KY 41040
(606) 654-6911

Survey Respondent:
Gordon L. Staten, Elementary Principal
Southern Elementary
Falmouth, KY 41040

Specific LEA Resources:

The Restaurant	Bivins--Intermediate
Workers in Transportation	Rigby--Intermediate
Workers from Town Hall	Hunter/Woodon--Intermediate
Parents and Career Education	Parks--Primary
Career Awareness	Ayers--Special Education
Communications	Klein--Intermediate
Ceramics	Benge--Junior High
Teens Decisions in Management	Spillman--High School
Personal and Family Money Management	Spillman--High School
Individual Involvement in Housing	Spillman--High School
Transportation Costs	Spillman--High School
Young Men Aware of Food	Spillman--High School
Bits and Pieces ACTIVITIES	Moore/Cornett/Woolum
Airplanes and Airports	Harris--Junior High

RICHMOND INDEPENDENT SCHOOLS
S Second Street
Richmond, KY 40475
(606) 623-5182

Survey Respondent:
Delona Huffman, Director of Pupil Personnel
S Second St
Richmond, KY 40475

Specific LEA Resources:

Primary Level:	Written by/grade:
People Who Plant Food	Pitts - K
Toys	Pitts - K

The Changing Seasons	Camp - K
The Home	Cornett/ Moore - 1
The School	Cornett/ Moore/Camp - 1
Community Helpers #2	Parks/ Noland - 1
Birds	Turpin - 2
Our Newspaper	Barnes - 2
Plants #2	Barnes - 2
Our Food	Barnes - 2
Communications	Barnes/ Lackey - 2
Gardening	Camp 1
The Bakery	Lackey - 2
Transportation	Lackey - 2
Our Forest and Woodland Animals	Lackey - 2
Christmas Crafts	Turpin - 2
Self Awareness	Turpin - 2
People Who Make Our Clothes	Wooton - 3
People Who Make Our Homes	Wooton - 3
Workers Who Produce Our Food	Wooton - 3
Different Kinds of Homes	- 2
Insects	Blaylock - 4
Organic Gardening	Blaylock - 4
Weather	Barnes - 2

The Farm	Noland - 1
100 Environmental Activities	Bivins/Barnes/ Wooton - Primary
Environmental Curriculum	Barnes - 2

Intermediate Level:

Wheels of Democracy	Bivins - 5
Marine Science	Rigby - 5
Community Helpers	Parks/Noland - Primary
The Circus	Parks/Noland - Primary
Good Grooming (Personal Hygiene)	Moore/Cornett - Primary
The Zoo	Barnes/ - Primary
The Grocery Store	Turpin - Primary

SHELBY COUNTY BOARD OF EDUCATION
P.O. Box 151, 403 Washington St
Shelbyville, KY 40065

Survey Respondents:
Anne K. Webb and Charles Jackson
P.O. Box 151, 403 Washington St
Shelbyville, KY 40065

Specific LEA Resources:

Middle School Model Town Unit. Students carry out various activities to run a town.

WILLIAMSTOWN INDEPENDENT
300 Helton St
Williamstown, KY 41097
(606) 824-4168

Survey Respondent:
Rita Strange, Guidance Counselor
300 Helton St
Williamstown, KY 41097

Specific LEA Resources:

We have developed a career education guide (393 pp) for our school system.

Character, Consumer, Drug and Environmental Career Education Guide.

WOODFORD COUNTY BOARD OF EDUCATION
131 Maple St
Versailles, KY 40383
(606) 873-4094

Survey Respondent:
Betty J. Dozier, Director of Instruction
131 Maple St
Versailles, KY 40383

SECTION 4

(SOUTHEASTERN KENTUCKY)

VOCATIONAL REGIONS 11, 12, 13

Counties

- Bell
- Breathitt
- Clay
- Floyd
- Harlan
- Jackson
- Johnson
- Knott
- Knox
- Laurel
- Lee
- Leslie
- Letcher
- Magoffin
- Martin
- Owsley
- Perry
- Pike
- Rockcastle
- Whitley
- Wolfe

BARBOURVILLE CITY SCHOOL
P.O. Box 532
Barbourville, KY 40906
(606) 546-3129

Survey Respondent:
James M. Davis, Principal
P.O. Box 532
Barbourville, KY 40906

Resource persons providing pre-service training:

Union College Staff

BREATHITT COUNTY BOARD OF EDUCATION
Jackson, KY 41339
(606) 666-2491

Survey Respondent:
Clell Watts, Career Education Coordinator
Jackson, KY 41339

CLAY COUNTY BOARD OF EDUCATION
P.O. Box 246
Manchester, KY 40962
(606) 598-2168

Survey Respondent:
Barbara W. Colter, Supervisor/Career Coordinator
P.O. Box 246
Manchester, KY 40962

Specific LEA Resources:

Teacher-administrator-developed curriculum for career education by grade and clusters (results compiled and copies made available for each teacher.

FLOYD COUNTY BOARD OF EDUCATION
Arnold Avenue
Prestonsburg, KY 41653

Survey Respondent:
Ronald L. Hager, Assistant Superintendent
Arnold Avenue
Prestonsburg, KY 41653

Specific LEA Resources:

Our system's teachers developed teacher-made materials, units of Career Education during In-service.

A cadre of classroom teachers (31) were trained at a week-long in-service. They became building coordinators at their respective schools and conducted in-service for their fellow teachers.

HAZARD CITY SCHOOLS
325 Broadway
Hazard, KY 41701
(606) 436-3911

Survey Respondent:
Opal B. Eversole, CEC
601 Broadway
Hazard, KY 41701

JACKSON INDEPENDENT EDUCATION DISTRICT
938 Highland Ave
Jackson, KY 41339
(606) 666-5164

Survey Respondent:
Seldon Short, Jr., Career Education Coordinator
938 Highland Ave
Jackson, KY 41339

KNOTT COUNTY BOARD OF EDUCATION
Hindman, KY 41822

Survey Respondent:
Juanita Singleton, Counselor/ Career Education Coordinator
Hindman, KY 41822

Specific LEA Resources:

1. Through club program instruction
2. Use of NYC workers
3. Through science fair
4. In phased programs
5. Addition of career education objectives to all courses
6. Additional courses

Model Facilities:

Club program--Knott County Central

LAUREL COUNTY BOARD OF EDUCATION
Route 7, Box 176
London, KY 40741
(606) 864-5114

Survey Respondent:
G. C. Garland, Career Education Coordinator
Route 7, Box 176
London, KY 40741

LEE COUNTY SCHOOLS
Beattyville, KY 41311
(606) 464-8111

Survey Respondent:
Mrs. Lily Kincaid, Career Education Coordinator
P.O. Box 596
Beattyville, KY 41311

Specific LEA Resources:

Media Unit (combines English and Arts [HS])--school newspaper, yearbook, local newspaper page, informative booklets on local interest items. Congressional Unit (simulated session [HS])--Capitol, display of pictures of U.S. Senators and Representatives, Congressional Records.

Model Facilities:

Exploration: Recreation and Hospitality (focal point: "restaurant", operated 1 week)

Exploration: Fine Arts and Humanities (focal point: dramatic production, 1 each spring)

LESLIE COUNTY BOARD OF EDUCATION
Box 1447
Hyden, KY 41749
(606) 672-2397

Survey Respondent:
Joyce Fortney, Career Education Coordinator
Box 653
Hyden, KY 41749

Specific LEA Resources:

Awareness Unit (1-6):

Grade 1--The Farm, The Drug Store, Health Department, School Helpers, My Responsibilities, The Zoo, Our Janitor - A Very Important Person, Pets, Restaurant Workers.

Grade 2--Post Office, The Theatre, The Bakery, The Home and Family, The Fire Department, Cosmotology, Communication - The Newspaper, Grocery Store, The Florist, The Department Store

Grade 3--The Meat Industry, The Supermarket, Newspaper, Law Enforcement, Railroad Workers, Public Service Careers, Library, The Dairy Farm, Coal Mining, School and Community Safety

Grade 4--Motel, Construction, The Dentist, Transportation, Careers in Public Health, The Telephone, Visual Arts, County Courthouse Officials, Horticulture, Recreation--State Parks

Grade 5--Tourism, Livestock Business, T.V. Communication, Careers of the Forest, Banking, Being Yourself, Auto Body Repair, Personal Services - Human Body Family, Nutrition and Grooming, Conservation

Grade 6--Electricity, Careers in Radio, T.V., and Journalism, Writers, Coal: The Formation and Economic Uses, Health - Nutrition, Neighborhood Beautification, Road Construction, Natural Resources, Periodic Table of the Elements, Carpentry

Exploration Units (7-9):

Grade 7--Health Services, Public Services, Natural Resources and Environmental Occupations, Construction, Health, Transportation, Fine Arts and Humanities, Know Your Newspaper, Banking

Grade 8--Communication and Media, Manufacturing, Construction, Arts and Humanities, Public Services, Agribusiness, Health Occupations and Personal Services, Business and Office, Hospitality and Recreation, and Transportation

Grade 9--Land Transportation, Manufacturing, Public Services, Health Occupations, Communications and Media, Business and Office, Agribusiness, Agribusiness - Horticulture, Consumer and Homemaking, Personal Services

Manuals and "How to" documents--see Kentucky Programs p.

Career Support Unit Curriculum for Secondary Schools

Model Facilities:

1. Enrichment classes for Gifted and Talented Students--Available at both elementary and secondary levels
2. Appalachian Studies Class--secondary (1st semester only), Red Bird High School
3. Career education and Title I reading--secondary, Leslie County High School
4. Health careers class--(juniors/seniors), Leslie County Vocational School

LETCHER COUNTY BOARD OF EDUCATION

Box 788
Whitesburg, KY 41858
(606) 633-4455

Survey Respondent:

Beckham Caudill, Career Education Coordinator
Box 788
Whitesburg, KY 41858

Specific LEA Resources:

We have developed several units at various grade levels for use in our local agency and have worked cooperatively with the Kentucky Valley Educational Cooperative over the past 4 years in workshops and developing career education programs.

Copies of the units and programs may be obtained through the Hazard KVEC.

MIDDLESBORO INDEPENDENT

220 N Twentieth St
Middlesboro, KY 40965
(606) 248-3870

Survey Respondent:

Jean Ausmus, Supervisor
220 N Twentiety St
Middlesboro, KY 40965

WHITLEY COUNTY BOARD OF EDUCATION

Box 358
Williamsburg, KY 40769
(606) 549-3601-02

Survey Respondent:

Connie Patton, SFS Director, Career Coordinator
Route 1, Box 58
London, KY 40741

Model Facilities:

World-of-Work Program--Whitley County High School

SECTION 5

(NORTHEASTERN KENTUCKY)

VOCATIONAL REGIONS 9, 10

Counties

Bath
Boyd
Bracken
Carter
Elliott
Fleming
Greenup
Lawrence
Lewis
Mason
Menifee
Montgomery
Morgan
Robertson
Rowan

ASHLAND INDEPENDENT SCHOOL DISTRICT

2601 Lexington Ave
Ashland, KY 41101
(606) 325-9711-12

Survey Respondent:

Faye T. Weckel, Supervisor of Instruction
2601 Lexington Ave
Ashland, KY 41101

AUGUSTA INDEPENDENT BOARD OF EDUCATION

Farmers' Liberty Bank Bldg
Augusta, KY 41002
(606) 756-2545

Survey Respondent:

Mack L. Wallace, Superintendent
Farmers' Liberty Bank Bldg
Augusta, KY 41002

ELLIOTT COUNTY BOARD OF EDUCATION

Sandy Hook, KY 41171

Survey Respondent:

Dale Duvall, Supervisor
Sandy Hook, KY 41171

Specific LEA Resources:

Career Exploration Series from A.T.C.--A series of 22 clusters, each containing 6 sound filmstrips with student inventory and evaluation for career education lab.

I Want to Be Books (grades 1-3)--books that describe jobs in elementary form for elementary children.

Career Day--use of lay and professional people.

Inservice training for all teachers to help incorporate career education into curriculum.

Visitations to job sites for small groups and individuals, when needed.

FLEMING COUNTY BOARD OF EDUCATION

Flemingsburg, KY 41041

Survey Respondent:

Wanda R. Maxey, Supervisor of Instruction
Office of Superintendent
Flemingsburg, KY 41041

Model Facilities:

Outdoor classroom - Fleming County High School, Flemingsburg, KY 41041
Judith Delaney

GREENUP COUNTY SCHOOLS

Greenup County Board of Education
Greenup, KY 41144
(606) 473-7936 or 473-9848

Survey Respondent:
Charles Mullins, Supervisor
Greenup County Board of Education
Greenup, KY 41144

Model Facilities:

Greenup County Vocational Education Extension Center, South Shore, KY 41144

Teaching units in drafting, building, horticulture, industrial electricity, auto mechanics, and business and office

MASON COUNTY BOARD OF EDUCATION

33 W Second St
Maysville, KY 41056
(606) 564-5563

Survey Respondent:
Felici Felice, Assistant Superintendent
33 W Second St
Maysville, KY 41056

MONTGOMERY COUNTY SCHOOL

Mt. Sterling, KY 40353
(606) 498-3484

Survey Respondent:
Ann Karrick, Career Education Coordinator
Miller Middle School
Mt. Sterling, KY 40353

Specific LEA Resources:

We wrote our own awareness units.
Exploratory units are varied.
All teachers in grades 10-12 wrote individual units.

OWSLEY COUNTY BOARD OF EDUCATION

Boonesville, KY 41314
(606) 593-5171

Survey Respondent:
Martha D. Turner. Supervisor/Coordinator
Box 155
Booneville, KY 41314

Specific LEA Resources:

Simulated factories, businesses, etc. developed by classes. Some of these are tremendous! We have purchased: 1) AGS Career Guidance Audio-Visual Materials; ERS Career Education Printed Materials pamphlets, brochures and books. We are also using the "Newspapers in the Classroom" to enhance learning in Career Education (the Courier-Journal). "Please let me know if you need specifics."

We have a large number of capable and eager teachers who could and would serve as consultants and/or resource persons in other districts.

ROBERTSON COUNTY BOARD OF EDUCATION

Mt. Olivet, KY 41064

Survey Respondent:
Ronald A. Weiter, Career Education Coordinator
Deming High School
Mt. Olivet, KY 41064

Specific LEA Resources:

All classroom teachers have developed units within the framework of our program guidelines. These are shared with other teachers who might wish to use the unit with some variations. Our program calls for different clusters to be covered in each grade level with other clusters being covered in each grade level with other clusters being covered at the discretion of the teacher.

ROWAN COUNTY SCHOOL BOARD
118 University Blvd
Morehead, KY 40351
(606) 784-8928

Survey Respondent:
Jeanette Fannin, EBCE Director
118 University Blvd
Morehead, KY 40351

Specific LEA Resources:

How a Career Develops (16 mm)

Career Decision Making (16 mm)

"Experience-Based Career Education, Rowan County High School"--Pamphlet

"Community-Based Work Experience Program" (placement, supervision, and evaluation of high school students in work situations as part of academic program)--1975-Present

Vocational Biographies Series C, D, E, F, G, H; September 1972-January 1978--40 volumes of Career Information

Slide tape presentation--Rowan County Work Experience Program (30-minute videotape developed by the Department of Education for New Shapes Education)

SELECTED KENTUCKY CAREER EDUCATION PROGRAMS AND PRACTICES

A number of specially funded or designed career education programs are in operation throughout the state. Some of these have produced materials that can be obtained free or for the cost of copying, while competent staff are available for consultation, generally for a prearranged fee, and visits to program centers are encouraged.

Some current programs are listed below with pertinent information:[1]

BOWLING GREEN PUBLIC SCHOOLS

Project PEOPLE

Objective:
Personal enhancement of occupational preparation through life-centered education

Approach:
Total staff involvement (K-12) people-oriented and life-centered around teachers, students, and occupation contact persons

Materials:
Career Education REVIEW (newsletter)
"Project PEOPLE" (free brochure)
"The Bowling Green Career Education Manual for Teachers, Counselors, and Administrators" (can be borrowed from State Department of Education Materials Centers)

Visitation--encouraged

Consultation--available; cost: mileage, food, lodging, and a fee

Contact:
Judy White, Career Education Coordinator
Bowling Green High School
1801 Rockingham Lane
Bowling Green, KY 42101
(502) 842-3323

FAYETTE COUNTY PUBLIC SCHOOLS

Career Education

Objectives:
Career awareness and exploration; infusing career education into all areas of the curriculum

Materials (available on loan through State Department of Education Materials Center):
"Kingdom of Could be You" (ditto picture booklet to accompany film Kingdom of Could be You)
Career education resource units (K-6)
"All About Me" (books of ditto sheets [K-6])
"Parent Involvement Handbook"
"Guide for Implementing Career Education Goals into the Elementary Curriculum as they relate to Career Clusters" (various areas)
Career Exploration Guide (student workbook)
Odd Job card game
"Community Resource Guide"
"Recommended Elementary Career Education Visual Materials"
Updated list of recommended career education materials (soon to be available from Fayette County)

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[1] Arrangements for visitations and consultation as well as requests for information and materials should be made through contact person unless otherwise indicated.

Fayette County Public Schools
[cont'd]

Other curricular materials available (from Fayette County) to persons who can have copies made

Visitation--encouraged

Consultation--available but limited

Contact:
Dr. Kenneth N. Kron, Career Education Coordinator;
Nawanna Fairchild, Elementary Career Education Consultant
Fayette County Board of Education
701 E Main St
Lexington, KY 40502
(606) 259-1411

Experience-Based Career Education

Objective:
Career exploration, removal of sex-bias and role stereotyping

Approach:
Four-school, cross-section involvement of ninety 11th and 12th grade students: required and elective credits earned by performance of diverse educational activities in businesses, industries, public and private agencies; learning plans individually developed on basis of credit requirements in three areas: basic academic skills, life skills (such as decision-making processes), and career development

Materials--Experience-based Career Education Student Handbook

Visitation--encouraged

Consultation--available

Contact:
Fran Ruhlin, EBCE Project Manager
Fayette County Board of Education
701 E Main St
Lexington, KY 40502
(606) 259-1411

CARDINAL HILL HOSPITAL
(for crippled children and adults)

Vocational Development Unit

Objective:
Vocational preparation and self-reliance for the handicapped

Approach:
Vocational guidance and adjustment, job exploration, and training in specific fields (eg, photography, home economics, drafting, office and business, and small-engine repair) provided by teachers and coordinators experienced in working with the handicapped

Materials--unavailable

Visitation--encouraged

Consultation--available

Contact:
Don Templin, Coordinator
Vocational Development Unit
Cardinal Hill Hospital
2050 Versailles Rd
Lexington, KY 40504

OPPORTUNITY WORKSHOP OF LEXINGTON, INC.

Opportunity Workshop

Objective:
Provision of services needed to help the vocationally handicapped develop abilities required to secure job placement

Approach:
Daily services including programs on vocational evaluation, adjustment services, general work conditioning, training, and job survival

Contact:
Opportunity Workshop of Lexington, Inc.
650 Kennedy Rd
Lexington, KY 40505
(606) 254-0576

SAYRE SCHOOL (PRIVATE)

May Project

Objective:
Career orientation

Approach:
Total senior involvement: Strong-Campbell Interest Inventory taken, counseling received, high-career interest areas chosen, apprenticeship arrangements made, journals kept, and experiences shared weekly; one person coordinates project, and each teacher has three advisees

Contact:
William Williams, Headmaster
Sayre School
194 N Limestone
Lexington, KY 40507

HARDIN COUNTY PUBLIC SCHOOLS

Development of Audio-Visual Tapes for Practical Arts Program

Objective:
Support of Practical Arts Career Exploration Effort

Approach:
Videotape production; development of implementation guide with orientation and follow-up activities; field-testing strategy (carried in three junior high schools); dissemination of tapes and accompanying guides

Materials:
Relevant information eventually available through Doug McKinley, Director; Practical Arts Education Unit; Bureau of Vocational Education; Capitol Plaza Tower, Frankfort, KY 40601 [(502) 564-4286]

Visitation--possible

Consultation--available

Contact:
Dr. Ernest G. Thro, Asst. Superintendent
Hardin County Board of Education
110 S Main St
Elizabethtown, KY 42701
(502) 765-4186

JEFFERSON COUNTY PUBLIC SCHOOLS: LOUISVILLE

Career Education Program

Objective:
Infusion of career education into curriculum

Jefferson County Public Schools [cont'd]

Shadowing Program

Objective:
Provision of opportunities for middle school students to explore particular career interests

Approach:
Teacher-administrator inservice programs for career education teaching; development of materials to aid infusion process; parent involvement through PTA, resource (eg, hobby) surveys, seminars

Materials (available for cost of printing or through Kentucky Department of Education Materials Center)
- Handbooks:
  - Career education (for each grade, 1-6)
  - Counselors' (E; MS; HS)
  - Core (MS)
  - Art (MS: HS)
  - Math (MS; HS)
  - Music (MS; HS)
  - English (HS)
  - Social studies (HS)
  - Librarians'
- Booklets
  - Internship
  - Shadowing
- Miscellaneous
  - "Elementary Math-Reading Supplements" (K-6)
  - "Career Education: Jefferson County Schools" (program description)
  - "Community Involvement Modules: Parent Seminars"
  - Various Training Modules

Visitation--encouraged

Consultation--available

Contact:
Barbara Preli
Career Education Program
Jefferson County Public Schools
Brown Education Center
675 River City Mall
Louisville, KY 40202
(502) 581-4558 or
581-5630

KENTUCKY VALLEY EDUCATIONAL COOPERATIVE (KVEC)*

Career Education Program--Hazard

Objective:
- First year--awareness program: development and implementation (K-12)
- Second year--exploration program: development and implementation (7-12)
- Third year--career preparation (10-12)

Approach:
Implementation of career education in rural areas; development of activities throughout program; dissemination of materials (focus of current funding)

Home-based Pilot Program--Jackson City Schools

Objective:
Students' change of attitudes; parent involvement

Approach:
Work program designed mutually by students (three from each grade [K-12], families, and teachers: participating

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*Consortium of eight counties (Breathitt, Knott, Lee, Leslie, Owsley, Perry, and Wolfe) and three independent systems (Hazard, Jenkins, and Jackson).

Kentucky Valley Educational Cooperative [cont'd]

students selected 6-week tasks, including newspaper delivery, athletic team management, household tasks, care of elderly persons, and care of pets; records were kept by students and parents; teacher-parent exchange home-school visits; (project began with orientation, ended with Awards Day)

Materials (written by project teachers and coordinators; available on loan from State Department of Education Materials Center [if funding becomes available, materials will be available free from KVEC]) [cf p. II-15 Leslie County]

"Career Education: The Kentucky Valley Cooperative Approach"
"Developing Career Education Units: A 'How to' Guide"
"How to Develop and Conduct a Work Experience Program in Rural Appalachia"
Career Education Conference
Career Education Contest
Career Education Inservice for Teachers
Self-awareness and Occupational Information Session for Seventh, Eighth, and Ninth Grade Students
"How to Develop and Conduct Career Education Activities that Involve 'Home and Family'"
"How to Develop a(n)------
Resource Center for a Career Education Program"
Regional Articulation Plan"
Orientation Program for Ninth Grade Students"
Follow-up Survey of Students"
Summer Career Exploration Program for Seventh, Eighth, and Ninth Grade Students"
"How to Develop and Implement a Career Education Support Unit Curriculum"
"How to Develop and Report Student Assessment in Career Education"
"What Will You Do After High School: How to Develop a Placement Program for High School Students"
"How to Involve the Community in a Career Education Program in Rural Appalachia"
"How to Plan, Implement, and Evaluate a Career Education Newsletter"
"Career Education Concepts and Skills: Scope and Sequence"
"How to Conduct a Home-School Work Experience Program"
"How to Correlate Career Education" materials are available free from KVEC on the following topics:
- How to Correlate Career Education and 4-H Club Work
- How to Correlate Career Education and Boy and Girl Scouts
- How to Correlate Career Education and Title I Reading and Math Programs
- How to Correlate Career Education and Consumer Education
- How to Correlate Career Education and Character Education
- How to Correlate Career Education and Prevocational Training

The Communicator (free bimonthly newsletter)

Visitation--encouraged

Kentucky Valley Educational Cooperative [cont'd]

Consultation--available; $75 per day plus expenses

Contact:
Elwood Cornett, Director (or)
Hargus Rogers
Kentucky Valley Educational
Cooperative
P.O. Box 118
Hazard, KY 41701

ROWAN COUNTY PUBLIC SCHOOLS

Experiential Field Consortium for Selected Vocational Programs

Objective:
Creation of relevance between students' academic preparation and the work world and subsequent ease of transition between the two

Approach:
Joint school, community, and business involvement in planning, implementation, and evaluation of procedures for experience-based career education program; development of individual student plans and agreements; improvement of students' attitudes toward work plans and preparation; encouragement of student self-motivation; provision of career development activities and experiences in worksite assignments, individual counseling, information services, and comprehensive evaluation plan. Project personnel will function with advisory committee and establish organizational operation, develop supportive materials, identify training locations of all businesses and organizations, conduct initial student orientations, assess potential dropouts, arrange career trips, provide packet of student assessment, and plan learning activities with individual students

Materials--see page

Visitation--possible

Consultation--possible

Contact:
Mrs. Jeannette Fannin
Rowan County Board of
Education
118 University Blvd
Morehead, KY 40351
(606) 784-8928

MOREHEAD STATE UNIVERSITY

Appalachian Employability Skills Project

Objective:
Field testing of Adkins Life Skills Program (highly structured to deal with youth-adult employability problems: choosing, finding, getting, and keeping jobs; program's feasibility and utilization under variety of groups and conditions

Approach:
Use of wide range of audio, video, and printed materials with joint student-counselor participation; identification, description, and evaluation of adult performance level of competency-based approach to employability; study of support skills: clarification of vocational

Morehead State University
[cont'd]

goals in terms of dealing with potentially debilitating life problems

Contact:
Gary Wilson or George W. Eyster
Morehead State University
Appalachia Adult Education Center
Morehead, KY
(606) 783-3111

PROJECT AHEAD

Student internship for women 25 years of age and older

Objective:
Preparing women 25 and older for re-entering the job market.

Approach:
Career counseling; paid internships in local businesses.
Project connected with the University of Kentucky; funded through Fund for Improvement for Post-Secondary Education (FIPSIE) through the Office of Experiential Education.

Contact:
Project Ahead
258 S Limestone
Lexington, KY
(606) 258-8707

SELECTED NATIONWIDE CAREER EDUCATION PROGRAMS

This collection of practices presents only a few of many excellent career education programs across the country. Many are not included only because of lack of space or lack of information.

Case Studies of Career Education Programs. Cambridge, Massachusetts: Abt Assoc, 1975.

A NIE funded project.

Fauntleroy, James, ed. Federal Education Program Guide, A Directory of Education Programs and Administrators, Fall 1976. Washington, D.C.: Capitol Publications, 1976. 420 pp. (Soft cover $25.00 [plus $1.50 postage])

Comprehensive source of information--telephone directory, program catalog, and organization guide--on federal education assistance programs and the people who administer them.

National Center for Career Education. The States' Career Education Resource Guide. Missoula, Montana: University of Montana, 1977. 127 pp.

A collection of nationwide career education programs representative of career education activities within each state, but not an exhaustive identification of all career education resources across the country.

Programs and Practices in Life Career Development. Ann Arbor, Michigan: ERIC Clearinghouse in Counseling and Personnel Services, University of Michigan, 1974. 241 pp. (ERIC [ED 094 310])

Summaries of exemplary programs and/or practices related to career development and planning; compiled for the American Personnel and Guidance Association (APGA) IMPACT Workshops and contains summaries of talks by authorities on the topic.

EXAMPLES OF PROGRAMS AND PRACTICES BY STATE

ALASKA: Anchorage School District Exemplary Project

Davis, E. E. Anchorage School District Exemplary Career Education Project. 4600 Debarr Rd, Anchorage, AL 99504, 1975. (Available through Anchorage Public Schools)

Project was concerned with designing materials and implementing K-12 career education program. Designed materials utilized the following areas of career education: self-understanding and interpersonal relationships, work, leisure, basic studies and occupational preparation, planning and decision making, and community involvement. This booklet sets out the methods used to achieve the goals including a model, concepts, and activities.

ARIZONA: A State Model

In 1971, the Arizona legislature was the first in the country to pass a career education bill and appropriate funds specifically designed to develop this new thrust in education; almost $2 million was appropriated to begin pilot projects around the state. Thirteen projects were selected during the 1971-72 school year. With the 1972-73 legislative appropriation, the Arizona Department of Education funded 20 career education projects--complete descriptions may be found in Career Education: Leadership in Learning (Arizona Department of Education).

To avoid duplication of effort, the Arizona Department of Education organized a Career Education Clearinghouse to collect, categorize and disseminate a wide assortment of career education materials, including curriculum guides, instructional units, bibliographies, student workbooks, research reports, commercial materials, occupational information, and speeches.

The following materials resulted from the Arizona project (K-12).

Byfield, Hal, et al. Career Education In-Service Teacher Training Guide. Flagstaff: Northern Arizona University, 1975. 170 pp. (ERIC [ED 110 617])

Career Education: Leadership in Learning. Phoenix: Arizona Department of Education and State Advisory Council for Vocational Education, 1974. 35 pp. (ERIC [ED 098 293])

Career Education: Parental and Community Involvement is the Real Key to Its Success. Phoenix: Arizona Department of Education. 7 pp.

Questions and Answers About Career Education. Phoenix: Arizona Career Education Clearinghouse, Arizona Department of Education, 1973. 9 pp. (ERIC [ED 089 109])

Summary Evaluation Report of Career Education in Southern Arizona. Tucson, Ariz: Behavior Research Associates, a division of Local Planning and Development, Inc. 8 pp. (ERIC [ED 118 755])

Warner, Carolyn. Career Education Annual Report FY 75. Phoenix: Arizona Department of Education, 1975. 28 pp. (ERIC [ED 118 754])

Warner, Carolyn. Career Education Matrix, Learning to Live, Learning to Learn, Learning to Make a Living. Phoenix: Arizona State Department of Education.

Warner, Carolyn. The State of Career Education. Phoenix: Arizona Department of Education, 1975. 17 pp. (ERIC [ED 118 753])

Why Career Education in Arizona? Phoenix: Arizona Career Education Clearinghouse, Arizona Department of Education, 1973. 13 pp. (ERIC [ED 089 110])

ARIZONA: Westside Area Career/Occupations Project (WACOP) A Regional Model

WACOP is an Arizona State Career Education Agency funded by the state. There are 94 public schools in 28 districts served in the WACOP region of western Maricopa County. WACOP provides a consulting staff, resource materials for classroom implementation, teacher orientation ant training workshops, community resource services, idea sharing, and educator newsletters. The WACOP Media Center, one of the largest and best organized of the regional centers in the United States, serves as the state of Arizona demonstration site for career education-related media and resource materials. The center

(1) provides materials for classroom enrichment,

(2) previews resources for possible purchase (if it is really effective the school district is expected to purchase it), and

(3) evaluates resources as to effectiveness, quality, grade level, etc.

Publications include the following:

(1) WACOP Newsletter--overview of entire project. New media and general problems are communicated to LEAs.

(2) Catalog and Supplements--list of materials available from the media center.

(3) Source List--everything ordered in a given year, including producer and cost for each item.

(4) Best Media List--compiled annually from evaluation cards completed by teachers.

These and other publications are available in the Career Files, Guidance, and Counseling Division, State Department of Education.

For more information on this project contact the following:

WACOP Media Center

Dr. Ruth Catalano
Media Specialist
6836 N Fifty-eighth Dr
Glendale, AZ 85301
(603) 939-1473

Community Resource Service

Mrs. Peggy Scott, Mrs. Elena Newton, Mrs. Marge Heggem
Manzanita School
8430 N Thirty-ninth Ave
Phoenix, AZ 85021
(602) 934-1642

CALIFORNIA: Orange County Consortium

Sappington, Jack. Career Education Model Organize County Consortium: Interim Report. Orange, Calif: Orange Unified School District, 1974. 199 pp. (ERIC [ED 099 535])

This pilot program encompasses comprehensive career education model extending from preschool through grade 14. The Orange County Consortium Career Education Model includes the expansion of adult education skills, training programs, development of sheltered workshops for the mentally and physically handicapped, and placement guidance programs for the socially and educationally disadvantaged. Goals include the development of (1) vocational awareness (preschool-6), (2) exploration of occupational clusters (7-10), and (3) selected vocational preparation programs (11-14) offered at a community college and a local high school campus. The evaluation component measures student progress in the program through performance on curricular unit evaluation; comparison of pretest and posttest responses concerning career education concepts; student and parent surveys; use of facilities; course enrollments; resultant changes on student aptitude and interest tests; community, business, and industry surveys; and various follow-up studies.

CALIFORNIA: School-Community Practices

The following are some examples of school-community practices that have aided implementation of career education in California (Implementing Career Education, Community Involvement, pp. 12-14).

(1) The Redwood City Rotary Club publishes a list of its members by occupations and special interest areas. This list is available to local school personnel for use in setting up individual or group student interviews with representatives from a variety of occupations. The Rotary resources are also used to augment classroom learning in such areas as science, mathematics, English, government, and business practices.

(2) The Bay Area Air Pollution Control District provides an outstanding service to schools: an information officer is available to visit classrooms throughout the Bay Area to discuss a wide range of environmental concerns as

well as job opportunities in the environmental field. An excellent slide show has been prepared to accompany this presentation.

(3) The Pacific Telephone Company makes available to schools a wide variety of teaching-learning materials. The company's Tele-Trainer Kit is a useful device for teaching communication skills, electronics, and office practices. Pacific Telephone has also produced a science kit, which is available to classroom teachers, and a variety of films that provide information on careers in the communications industry and areas of related interests.

(4) The Standard Oil Company of California has prepared an Environmental Kit for classroom use.

(5) The Metropolitan Life Insurance Company distributes for school use a film on how to prepare for a job interview. The film provides information on personal appearance, how to look for a job, how to fill out an application form, and what to expect at a job interview.

(6) The California Employment Development Department (CEDD) provides both temporary employment and a comprehensive training program for school counselors in local manpower offices throughout the state during the summer months. The training program explores the differences between schools and businesses and describes effective methods for gathering information about entry-level job opportunities, requirements, and wages and salaries. The counselors devote a significant portion of their summer employment to visiting business and industrial sites and gathering job information that can be used in student-counseling activities.

The success of this summer program has prompted the San Diego City Unified School District to adopt a similar, abbreviated program for all of its counselors. The local EDD personnel assist in counselor training and arrange visits to local businesses and industrial sites.

(7) The Industry-Education Council of California has more than 20 cooperative demonstration projects that pair education with community learning opportunities. These projects provide examples of how business, industry, labor, and education can build statewide partnerships.

(8) The San Diego Industry-Education Council, through cooperative school-community programs, has implemented a Teacher Incentive Program designed to help teachers attend professional conferences. Teacher participants are paid all or a portion of their registration fees. The Teacher-for-a-Day Program places scientists and engineers in classrooms

while teachers attend professional meetings. The Free Enterprise Merit Award Program enables outstanding business or economics students to visit businesses for a day. The Meet-the-Scientist Lecture Series provides scientists as guest lecturers in public, private, and parochial junior and senior high schools to discuss the nature of their work. Other activities of the council include publication of a career information directory, arrangement of science fairs and symposia, and establishment of a Community Educational Resource Task Force for conversion of new knowledge in industry to classroom materials. The council produces an annual directory of technical associations that list organizations with interests in industry-education cooperation. It also works closely with the San Diego Personnel and Guidance Association and the school district to provide work stations for students and educational opportunities for counselors.

(9) A useful listing of a wide variety of community services and resources is available through the W. E. Upjohn Institute for Employment Research in a booklet entitled Strengthening Volunteer Industry Service to Public Education: A Basic Manual for School Administrators and Business Executives (Samuel M. Burt).

(10) An excellent example of a community volunteer effort directed toward providing vocational and career guidance information for students was developed in the Sequoia Union High School District. An informative, step-by-step manual for this project, A Volunteer Program in Vocational Information and Career Guidance for Secondary Schools (Margaret J. Mullen) is available on microfilm through the California State Department of Education, Vocational and Career Education Services Section, Sacramento, California.

(11) Another Sequoia District high school has organized the activities of parent volunteers around a monthly career theme. Each month throughout the school year is devoted to a different career-cluster area, and parent volunteers discuss with students the broad range of jobs and opportunities available in the career cluster. Also, volunteer coordinators help classroom teachers locate resource speakers to enrich their classroom activities.

(12) Gunn High School, Palo Alto, California, begins an extended investigation of careers and life styles by focusing on the various part-time occupational, avocational, and leisure-time activities of the student body. Teachers are then encouraged to share their interests with students in their classes. Subsequent involvement of the parent community exposes students to an even wider range of occupational and life-style options. Finally, when immediate school-community resources have been exhausted, students are encouraged to seek additional and life-style information from members of surrounding communities.

(13) The Marin County Industry-Education Council, through a joint effort of the schools and the greater Marin County community, has sponsored successful career-cluster conferences and teacher inservice workshops, prepared a career education matrix (K-14) for use by school personnel, encouraged interschool and district exploratory programs for students, and produced a Marin County community resource directory. The council has also underwritten an industry-education awards program for outstanding student achievement in occupational learning programs. Awards have also been given to community persons who provided outstanding service to industry-education activities.

(14) A career education specialist was hired jointly by the San Rafael City Schools and the Marin County Industry-Education Council. This person expanded the community and school district support base for the council and provided implementation techniques and community-resource information to district staff. Other assistance to teachers and counselors was provided at staff workshops, for which incremental district credit was offered.

(15) An interdistrict exploratory program is administered in Marin County by the Marin County Industry-Education Council in cooperation with the Pacific Telephone Company school representative. Students from three high school districts meet two hours a day for three weeks to participate in nonpaid career exploration of entry level jobs.

(16) The Chevron Research Company initiated the Tutoring Richmond Youth project (TRY), which has been expanded to include several other employers and industries in the Richmond, California, area. Employees from the participating companies volunteer an extended lunch hour to work on a one-to-one basis with students from nearby school districts and share learning experiences based on their particular job focus. Students are thus exposed to a variety of occupational areas and acquire a better understanding of the relationship between school and work. Program costs are borne by the participation industries.

(17) The Western Headquarters Office of the Metropolitan Life Insurance Company, located on the edge of San Francisco's Chinatown community, offers release time to company employees who volunteer to tutor school-age Chinese immigrants in English-language and communication skills. The program has been operating for several years.

(18) Several years ago, Pan American World Airways organized a program for placing off-duty stewardesses in volunteer community activities. Through this program, many stewardesses have shared information with students about the places they had visited and people they had met, including information about foreign customs, social

conventions, languages, and life styles; discussions and demonstrations of cooking, clothing, craft work, musical instruments, and other cultural artifacts have also provided enrichment. They have also provided information on career and occupational opportunities in the airlines industry and have given special tutoring assistance to students in a variety of subject areas.

(19) Pacific Southwest Airlines (PSA) and the San Diego Public Schools have established a cooperative course in airline operations. During the first semester, students meet in a PSA classroom and are instructed by airline personnel on aircraft dynamics, flight theory, aircraft maintenance, laws regulating the airlines, and the role of the airline as a public service agency; in the second semester, students are given an opportunity to apply principles and knowledge from the first semester in actual on-the-job experience.

(20) Rockwell International is providing assistance for career exploration and development of career-acquisition skills to Los Angeles area schools. Activities are conducted by Rockwell International employees who volunteer their services to the program.

(21) Northrop Corporation provides "hands'on" training for high school seniors during the regular school work day, five days a week (NIP program). The training is provided by volunteer Northrop employees.

COLORADO: Examples of Career Education Programs

Resource Guide to Career Education in Colorado. Longmont, Colo: Colorado State Facilitator Project, 1975. 72 pp. (ERIC [ED 117 421])

Contains information on a variety of career education programs from kindergarten through postsecondary levels, including the following information: (1) school district in which the program occurred, (2) program title, (3) grade level, (4) cost per pupil, (5) objectives, (6) narrative, (7) evaluation (if available), (8) availability of materials, (9) special requirements, and (10) relevant sources of information.

Colorado's official position on career education is broad and flexible enough to allow for local variations according to needs. State level activity in Colorado is directed toward the establishment of advisory committees, resource centers, and other means and procedures for stimulating and financing local career education programs.

FLORIDA: A State Model

State law requires each school district in Florida to establish and maintain job placement and follow-up services for all students graduating or leaving the public school system. The information thus obtained is used to evaluate existing programs and curricula and to help identify appropriate changes.

Two inservice training packages sponsored by the Department of Education should be mentioned: Project GROW (Gaining the Realities of Work) and Career Education: An Introduction. Both are designed to help teachers infuse career education into existing curricula through activity-based instruction. GROW is designed to train teachers in the use of a specific instructional package. Career Education: An Introduction is intended for more general use in the training of teachers in planning, implementing, and evaluating career education activities. This instructional package can be used with groups or as a self-teaching tool.

Florida, more than other states, stresses the importance of inservice training and competency-based instruction to career education. Mandatory placement and follow-up services are also unique to Florida. Proper administration of these services works to the advantage of placed students and provides a means of monitoring the effectiveness of the educational program with regard to eventual student success.

The following publications represent some of the Florida projects:

Amatea, Ellen S. The Yellow Brick Road: A Source Book of Career Guidance Strategies for the Elementary Counselor and Teacher (and Training Manual). Tallahassee and Gainesville, Fl: Career Education Center, Florida State University and University of Florida, 1975. 172 pp.

> Source book stating the imperative for elementary-level career education, defining career choice as a developmental process.

GROW's In-Service Participation Booklet (K-14). Tallahassee, Fl: Division of Vocational Education and Career Education Center, Florida State University, 1975. 50 pp.

Guidelines for Placement Services and Follow-Up Studies Provided by School Districts (K-14). Tallahassee, Fl: Florida Department of Education, 1973. 11 pp. (ERIC [ED 117 313])

Massey, Romeo, et al. Career Education: An Introduction (K-14). Tallahassee, Fl: Florida Department of Education, 1974, 125 pp. (ERIC [ED 092 660])

OHIO: Warren City Schools Program

World of Work: K-6 Curriculum. Warren City Schools, Ohio, 1973. (ERIC [ED 106 556])

The Occupational Motivation Program was developed to expose students to career information and to aid them in choosing and preparing for a career. The document presents an overview of the Warren, Ohio, career education program and resource units for the K-6, 7-8, and 9-10 levels. Each resource unit presents a rationale, objectives, framework, and learning activities aimed at developing a curriculum incorporating career education concepts and community involvement. The K-6 level focuses on: the development of positive awareness and attitudes toward work, exploration of the rewards of work, job clusters, worker relationships, success performance factors and skills, and career choice. The 7-8 level orientation program makes use of community resources to direct the curriculum toward critical social and personal issues, modern community studies and issues, a survey of occupations, and related curriculum and occupations; it also includes a student career orientation handbook with suggested resources, a listing of occupational clusters, and a job index. Materials presented for grades 9-10 focus on career exploration, vocational preparation, career choice, and community involvement. Student checklists and a unit on city government are included; an in-service teacher program and a brief program evaluation conclude the document.

VIRGINIA: Exemplary Programs for the Handicapped

Lake, Thomas P. Career Education: Exemplary Programs for the Handicapped.' Reston, Va: Information Center on Exceptional Children, 1974. 1974. 98 pp. (ERIC [ED 101 489])

Description of six career education programs for handicapped adolescents and young adults. The programs are as follows:

(1) Career Development Center (Syosset, New York) offers an alternative academic and vocational learning program presenting opportunities to students (ages 15-21) who have had difficulties in adjusting to the public school.

(2) A mobile public van used (in Baltimore) to work with 10th grade special education students. (Facilities render possible the analysis of student employment potentialities through the use of psychometric testing, work sampling experiences, and the observation of work behaviors).

(3) Project SERVE (St. Paul, Minnesota) works with the educable mentally handicapped (grades 10-12) who spend one-half of each day at school or in community-based job programs.

(4) Project Worker (Fullerton, Californai) serves teenage job seekers, helping them locate jobs, handle interviews, and develop job skills and training necessary to get and hold jobs.

(5) Technical Vocational Programs for the Deaf (St. Paul, Minnesota) centering on a 12-week preparation program helping postsecondary students in social, vocational, and academic adjustment; and offers sources in industrial, technical, business, distributive, health, and service occupational training.

(6) Vocational Village (Portland, Oregon) offers personalized career education to dropouts (aged 14-21) referred by penal institutions or courts and to those who have transferred from regular high schools due to physical, mental, or emotional problems.

Each section covers the aims of the program, how it operates, course work recruitment of students, placement opportunities for the handicapped, and staff training, responsibilities, and recruitment. Addresses for additional materials and resource personnel are provided. Recommendations for implementation of the programs are given.

WEST VIRGINIA: Lincoln County Exemplary Program in Vocational Education

The following publications are described as a group at the end of the citations.

Elementary School Project for Level One: Resource Unit. Hamlin, W. Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 565])

Elementary School Project for Level Two: Resource Unit. Hamlin, W.Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 566])

Elementary School Project for Level Three: Resource Unit. Hamlin, W.Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 567])

Elementary School Project for Level Four: Resource Unit. Hamlin, W.Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 568])

Elementary School Project for Level Five: Resource Unit. Hamlin, W.Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 569])

These occupational resource units are part of a series incompassing grades 1-10. Each guide contains a synopsis of the entire unit, general objectives, behavioral objectives, teaching strategies, evaluation techniques, methods for correlating subject matter, and specific lesson plans, each focusing on a particular occupation or group of occupations. Also included are suggested field trip sites, techniques for use of experience charts, suggested parental letters, and a resource bibliography of available materials. Each lesson plan has a behavioral objective and is divided into three basic components: procedures, student activity, and notes and resources.

Burton, Billy J., et al. Resource Unit Level Six. Hamlin, W.Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 570])

Hostein, Herbert B., et al. Resource Unit for Levels Nine and Ten Using the Occupational Clusters in Career Exploration. Hamlin, W.Va: Lincoln County Exemplary Program in Vocational Education, Lincoln County Schools, 1974. (ERIC [ED 106 572])

This unit has materials designed to provide experiences that will enable students to make realistic occupational choices through an understanding of the psychological aspects of work as it relates to their own temperaments, personalities, values, and abilities. The format contains a synopsis of the entire unit, general objectives, behavioral objectives, teaching strategies, hands-on activities, evaluation techniques, and guidelines for correlating subject matter. An extended bibliography lists books, kits, and related audiovisual aids.

Succeeding in the World of Work. Grady Kimbrell and Ben S. Vineyard. Materials designed to help students develop abilities including self-analysis; listening, speaking, and writing skills; organizing information; consumer awareness; human relations; job-getting skills; problem-solving; fact-finding; goal-setting; money management; and safety. Available materials include

Succeeding in the World of Work Textbook. 1975

Succeeding in the World of Work Activities Workbook.

Strategies for Implementing Work Experience Programs (A professional planning guide) 1975

McKnight Publishing Co, Box 2854, Bloomington, IL 61701.

Systems 3: Career Advancement Series. Henney, R. Lee. 1975. Basic math, English, literature, social studies, and science skills are taught in this series of textbooks designed to help young and older adults master high school level fundamentals, thus improving their career opportunities. Appropriate for freshman courses in community and junior colleges and technical schools, high school senior and remedial classes, and General Educational Development (GED) Test preparation. (HS-up) (EMC: annotated teachers' editions for each.) Follette Publishing Co, 1010 W Washington Blvd, Chicago, IL 60607.

TEACHER EDUCATION

Career Education in Programs for Teacher Education. Stillwater, Okla: Oklahoma State University, 1975. A report of the proceedings of three national workshops held in 1975 for professional personnel from teacher training institutions. Contains excellent papers.

Career Education Personnel Development. McKinney, Lorella, et al. Columbus, Ohio: The Center for Vocational Education, Ohio State University; 1975. The purpose of this volume is to help university instructional planners in the preparation of undergraduate and graduate personnel for implementing career education (K-12).

The first section sets up goals and strategies for integrating career education into existing curricula. It also presents 105 goals and alternative strategies.

Section two deals with the descriptions of university approaches for infusing career education personnel development into existing personnel development programs. Ideas are given for education administration, elementary and secondary education, and vocational education, in both courses and field experiences.

POST-SECONDARY CAREER EDUCATION PROJECTS

The listing of Career Education projects for postsecondary institutions for FY 1977 is the third in a series of listings. The first year's listing (FY 1975) is available in the ERIC system under the accession number ED-114-586. The second year (FY 1976) number is ED-132-284.

The projects are supported with assistance contracts awarded from funds appropriated under Section 402 of Public Law 93-380.

Persons interested in obtaining information and/or materials generated from these projects should write directly to the project directors listed.

CAREER EDUCATION PROJECTS FUNDED BY HEW
FY 1977

Grants to Post Secondary Institutions:

Category 4: "Activities designed to demonstrate the most effective methods and techniques for the training and retraining of persons for conducting career education programs."

List by State	Project Director and Organization	Title of Project	Federal Funding
Alabama	Dr. Robert Mayfield Auburn University School of Education, 3010 Haley Ctr. Auburn, Alabama 36830 (205) 826-4994	"Career Education Center for the Pre-Service and In-Service Training of Classroom Teachers"	$ 50,010
Arkansas	Dr. Donald Rye University of Arkansas at Fayetteville, 117 Graduate Ed. Bldg. Fayetteville, Arkansas 72701 (501) 575-3857	"Career Education Leadership Interaction Teams (CELIT)"	$ 123,999
District of Columbia	Stephen Kreimer National School Boards Association 105 Thomas Jefferson Street Washington, D.C. 20007 (202) 337-7666	"Communication of Career Education Philosophy, Methods, Activities, and Evaluation Results to Education Decision Makers"	$ 150,000
Georgia	Joseph A. Williams Fred Holt University of Georgia College of Education Athens, Georgia 30602 (404) 542-1151 or 542-3003	"Career Education Staff Development for Teacher Educators"	$ 99,997

Category 4 (continued)

List by State	Project Director and Organization	Title of Project	Federal Funding
Maine	Dr. Charles W. Ryan University of Maine College of Education Orona, Maine 04473 (207) 581-2531	"University Based Career Education"	$ 79,952
Massachusetts	Stephen Marcus Lesley College Graduate School of Education Boston, Massachusetts 02116 (617) 267-6254	"Cultural Institutions Career Education	$ 82,860
New York	Henry M. Brickell Policy Studies in Education 475 Park Avenue, South New York, New York 10016 (212) 684-6940	"Media Packages for Teacher Trainers"	$ 101,996
Texas	Dr. Leslie Thompson Stephen F. Austin State University Box 6137 SFA Station Vacogdoches, Texas 75962 (713) 569-4901	"INTERACT"	$ 124,000
Texas	John Shirley Region 10 Education Service Center Instructional Services Department 400 E. Spring Valley P.O. Box 1300 Richardson, Texas 75080 (214) 231-6301	"A Project to Train Educators for Implementing Career Education Systematically"	$ 80,000

Category 4 (continued)

List by State	Project Director and Organization	Title of Project	Federal Funding
Virginia	Dr. Walter Turner/Dr. Ron Kowalski American Association of School Administrators Educational Planner 1801 North Moore Street Arlington, Virginia 22209 (703) 528-0700	"Career Education Capacity Building in Small School Districts"	$ 95,086
Virginia	Dr. Joseph Coleman Roanoke City Public Schools P.O. Box 13145 Roanoke, Virginia 24031 (703) 981-2466	"Career Education Training and Retraining Model Project"	$ 94,074
Washington	Kaye Kiefert Educational Service District #121 1410 S. 200th Street Seattle, Washington 98148 (206) 242-9400	"Career Education Teacher Training Corporation"	$ 99,572
Wisconsin	Robert Meyer Department of Public Instruction Division of Instructional Services 126 Langdon Street Madison, Wisconsin 53702 (608) 266-8837	"Wisconsin Career Education Consortium for Training and/or Retraining"	$ 150,000

DESCRIPTIONS OF SELECTED POST-SECONDARY PROJECTS

Career Education Staff Development for Teacher Educators

University of Georgia, College of Education, Athens

Project Directors:	Dr. J.A. Williams, Director Dr. F.D. Holt, Co-Director College of Education University of Georgia Athens, Georgia 30602 (404) 542-1151/542-3003	Grant Award from Career Education Program for: 9/1/77-8/31/78 $99,997.00 Grant Award No. G-0077-C00066

Participating Institutions: Institutions of higher education in Alabama, Florida, North Carolina, South Carolina, Tennessee and Georgia

MAJOR OBJECTIVES:

The major purpose of this project is that faculty members from participating teacher education institutions will demonstrate their ability to formulate plans and strategies to infuse career education concepts into their pre-service teacher education programs. Furthermore, each faculty member will (1) formulate a definition of career education, (2) evidence an understanding of the need for and differences in the bases for career education, (3) evidence some knowledge of the world of work, (4) evidence knowledge of the changing status of various segments of the population and the concomitant effects upon lifestyles, (5) demonstrate through practice or sylabi the ability to infuse career education concepts into content courses, and (6) utilize one or more of the Georgia Model competencies and strategies in the infusion process.

PROJECT ACTIVITIES:

An Advisory Committee will be formed to review proposed program activities to assure relevance of career education activities and the world of work. This committee will consist of representatives from industry, business, and education.

Dates will be established for three conferences of teacher educators and invitations extended to institutions in Alabama, Florida, Georgia, North Carolina, South Carolina, and Tennessee. Each college or university will be invited to send a team of three faculty members to one of the three conferences. The project will provide reimbursement for the expenses of two of the trainees.

There will be three conferences, each of three days duration. It is expected that about 50 participants will attend each conference. Each participant will be asked to (1) complete a pre-assessment instrument to determine his/her knowledge and attitudes toward career education, and (2) read Career Education: Selected Readings for the Teacher Educator, which is a University of Georgia publication.

Criteria for selection will include the following: Faculty selected must be teaching classes which enroll prospective teachers in the Spring of 1978; the faculty members must be willing to arrange for a project consultant to visit their respective campuses to provide follow-up assistance and to meet with other faculty members.

EVALUATION:

Major goal: A pre-post and delayed follow-up evaluation of attitudes and knowledge of attitudes and concepts, and knowledge of strategies useful in accomplishing career education learner objectives will be done during the 1977-78 year.
Objectives 1-9: To evaluate attainment of these objectives a number of instruments and procedures will be utilized. A self-evaluation form, an interview sheet, and individual conferences are the primary methods which will be used.

In order to assure appropriate techniques and approaches the services of a third party will be utilized. Observance of operational behaviors will also be performed by the evaluators.

COMMUNICATION:

Materials developed during the previous project will be utilized and are presently available for a nominal charge. Planned video and slide shows focusing on specific segments of Career Education are tentatively scheduled for availability in the spring of 1978.

Members of the project staff are available to make presentations at professional meetings describing the University of Georgia Career Education Staff Development for Teacher Educators Model.

A final evaluation report of the project is to be available in August 1978 for a nominal charge.

DEMOGRAPHIC INFORMATION:

Levels/Group Served:	Teacher educators
Type of Area Served:	Colleges and Universities, Six Southern States
Number of Persons Served:	Approximately 150 directly, potentially about 4,000 teachers annually could be affected.
Minority Groups Served:	All Teacher training institutions in the six state area were invited to participate.
Income Distribution:	NA
Special Populations:	NA

Comprehensive Career Education Project 1976-77
University of Maine, Orono

Project Directors: Charles W. Ryan, Ph.D., Director
Robert Drummond, Ed.D., Research Associate
John Sutton, Jr. Ed.D., Research Associate

INTRODUCTION:

The comprehensive career education project has involved the Bangor public school system and the University of Maine, a large multi-purpose state university in northern New England, as partners in demonstrating exemplary career education concepts and methods. Teacher training, curriculum development and testing of procedures for involving university/college faculty were several of the major components of this effort. In addition, serving as a demonstration site to other public school systems in northern New England was an active part of this project. Specific project objectives were:

1. To infuse and demonstrate a comprehensive career education model in grades K-12.
2. To implement career education concepts through curriculum development in grades K-12 and post-secondary education.
3. To demonstrate to teacher educators at the University of Maine at Orono and Husson College the concepts, philosophy and methods of comprehensive career education.

Each of the above objectives was addressed through intensive in-service training, a seminar series and preparation of career education instructional materials.

The following summary was prepared to highlight the findings, conclusions and recommendations of project staff.

INCREMENTAL ACCOMPLISHMENTS:

The delivery of career education, both as a concept and practical reality, is a complex educational process. Public school systems and post-secondary institutions vary in their priorities, staff competence and institutional goals. As a result, multiple strategies must be used to integrate career education in these settings. The model developed in this project is unique in that it attempted to bridge the gap between teacher training institutions and the public school setting. The key accomplishments are as follows:

LEVEL I - BANGOR PUBLIC SCHOOLS

In 1976-77 Bangor staff conducted multiple activities that resulted in:

1. The number of trained Bangor people in career education concepts and activities increasing from 35 to 338.

2. The number of intensively trained teachers and counselors, K-12, in career education philosophy, concepts, and activities increasing from 35 trained in 1975-76 to 68 (an additional 33 people).

3. The entire guidance K-12 staff, (12), the social work staff, (2), the school psychologist, and two resource room teachers participating in an eight session career guidance in-service program during 1976-77.

4. Nineteen of the participants trained in the 1975-76 project participating in a week-long training session to become qualified career education demonstrators and building representatives.

5. The six career education building representatives/demonstrators at Bangor High School designing and developing a career education resource room which is available to all Bangor High School students (1,372 students).

6. Each of the 13 schools in the Bangor system having one or more building representatives and a centrally located library of selected career education materials for teachers and student use.

7. The K-12 career education activity guide, "Career Education Activities for you", was written and disseminated to 248 Bangor staff people, 50 participants at the Commissioner's Conference on Career Education in Houston, and 11 educators in Maine communities. In addition, last year's publication, "Career Education: What Is It and Why Would I Want It - A Handbook for Teachers," was reprinted and 100 copies disseminated with "Career Education Activities For You."

8. Twenty career education workshops were conducted in local and regional education agencies.

9. Eighteen bulletin boards and two learning centers were developed at the Bangor Career Education Center and are being utilized among the thirteen schools on a rotating basis.

10. Written Bangor career education materials were disseminated to 83 school systems, while over 45 visitors outside the Bangor system have visited and utilized the Bangor Career Education Center.

11. To encourage greater use and effectiveness, the audio-visual materials collected during the 1975-76 and 1976-77 project years and housed in the Bangor Career Education Center, are on a rotating schedule in the schools at appropriate grade level.

12. A K-6 career education curriculum infusion guide has been written and printed, while the 7-12 version is nearly completed.

LEVEL II - UNIVERSITY BASED ACTIVITIES

A variety of staff development and writing activities at the post-secondary level resulted in:

1. A revised administrative/organization - the format of each seminar was changed from six hour blocks to two hour sessions. For busy professionals this was received with a high degree of enthusiasm but in practice this proved to be too short and resulted in a lack of discussion time.
2. Seminar Content - a special notebook was prepared that contained career education material more appropriate to university based faculty/staff. Material used in our first project year was too public school oriented and was not as relevant to the intended audience. Seminar consultants were selected who had actually conducted post-secondary projects in career education and who were attuned to the problems existing in institutions of higher education.
3. Improved attendance - in the first project year attendance was sporadic and averaged about 65% at any one seminar session. In 1976-77 we had an attendance rate of 95% for seminar sessions and in our opinion, the improved content and format were instrumental in this gain.
4. Completed career education units - in the first year no career education instructional units were generated by the post-secondary participants. A total of 25 units were prepared by the participants in 1976-77.
5. Follow-up activities - concerted effort was made to determine the degree of implementation by each participant in teacher education courses and over 400 students were impacted directly.
6. Improved Level II participants reactions - descriptive data reflect both positive and specific reactions to the seminar series. In 1975-76 our reactions were of a general nature and did not provide enough directions for specific changes. The remarks provided in 1976-77 have a degree of specificity that is both rewarding and capable of translation into action. A short self-report instrument was developed as was a lengthly in-depth personal interview form.
7. A revised career knowledge test - as a result of 1975-76 experiences, it was possible to develop an assessment instrument that more accurately assessed the seminar content. Test items were developed from seminar presentations made to the UMO and Husson faculty and staff.

8. A publication entitled, Career Education in Higher Education - this publication was developed as a product of the seminar series. It contains 25 career education units to be utilized by post-secondary educators in assisting students in their own career development and to train future teachers in career education.

9. Increased faculty involvement - If funded in 1977-78 the College of Engineering Science has agreed to participate as a result of feedback from colleagues.

After reviewing the major objectives, activities, and evaluation data for the 1976-77 year of the project the following conclusions were drawn. The conclusions are divided into three sections. The first section will focus on general conclusions.

GENERAL CONCLUSIONS:

After reviewing the evaluation data, the following conclusions were drawn:

1. Increases in career education knowledge can be attained via planned in-service training programs. The use of consultants, pre-selected materials, field visitations, career resource centers, community visits and business-industry speakers enhance this process.

2. Materials for in-service training must be selected that are appropriate for public school and post-secondary personnel. Career education materials for public school personnel are readily available, but materials for post-secondary faculty are not.

3. Local site idiosyncrasies, distant communication problems, and overcommitment by the testing organization may be a hinderance to local staff.

LEVEL I - BANGOR PUBLIC SCHOOLS

It appears, based on critical review of the evaluation data, that the following conclusions are justified:

1. Bangor Public School students were examined for self concept growth, occupational knowledge and career awareness. Test scores indicate that students who attend career education infused courses demonstrate greater gains in self concept, career maturity (career awareness, decision-making and career planning), improved attitude toward school.

2. Teachers in the Bangor school system produced acceptable career education infused curriculum units after receiving training. The materials were reviewed in accordance with Criteria for the Evaluation of Career Education Materials (developed by Madison Public Schools, Madison, Wisconsin).

3. The use of teachers trained in the 1975-76 project year as building representatives and resource contacts is an effective practice. The data suggests that enthused and committed teachers will have an impact on those colleagues who have had less involvement.

4. In-service training must be planned, sequential and evaluated if impact on the school curriculum is to occur. The findings unequivocally reveal a trend whereby career education training leads to increased infusion activities in the classroom. An increase in use of career education materials and activities by classroom teachers from October 1976 to February 1977 was noted in a positive direction.

5. Data from the student assessment conducted by National Testing Service were not available and will be furnished in October 1977.

LEVEL II - UNIVERSITY BASED ACTIVITIES

Findings in this level of the project has particular significance for planning in-service training in post-secondary institutions:

1. Follow-up interviews with Husson College and UMO faculty indicate that:

   a. Seminar content should be based on carefully designed conceptual models if they are to receive acceptance by post-secondary staff.

   b. Seminar consultants should be cognizant of the values and pressures relevant to post-secondary institutions. In essence, consultants were well received by the participants if they had actually implemented the concepts or model they were presenting.

   c. Seminar materials - carefully selected career education reports, models or implementation techniques that were applicable to higher education received enthusiastic endorsement. Materials more appropriate to public schools were not well received.

   d. Seminar format - the participants consistently recommended increased time for discussion and the use of instructional exercises to develop units.

   e. Seminar participation - the participants cited interest (77%) and professional growth (46%) as the most important reasons for electing to participate in the seminar series. Other reasons were cited and the motivating factors to attend this seminar series is more complex than originally perceived. The awarding of a stipend does not appear to be the prime motivating factor, but it was important to some participants.

2. The role of the university or college in career education is open to varying interpretation. A composite conclusion indicates that career education fulfills a dual role: (a) As a vehicle to assist students with personal self development, career exploration and improved decision-making; and (b) as a vehicle to train pre-service teachers to implement career education in the secondary school classroom. Faculty interest in this project was very high, but there were differing interpretations within our group regarding the role of career education on the campus.

3. Knowledge of the career education concept can be increased via structured career education seminars. Attendance and participation was excellent and the group was unanimous in their suggestion that more time be allotted in 1977-78 for discussion.

4. University/college based professionals were not enthusiastic about visits to public schools to observe career education in action.

RECOMMENDATIONS:

The major objectives of this project were to (1) demonstrate comprehensive career education in grades K-12 and (2) demonstrate to teacher educators at Husson College and UMO the concepts, philosophy and methods of comprehensive career education. As a result of massive in-service training efforts, curriculum development activities and rigorous evaluation procedures the following recommendations are suggested for persons considering similar projects:

LEVEL I - BANGOR PUBLIC SCHOOLS

An analysis of the data indicates that the following recommendations are appropriate for educators attempting to introduce career education:

1. Develop career education resource centers that can respond quickly to faculty requests for technical assistance.

2. Secure overt commitments from the administrative leadership personnel to support in-service training programs, curriculum revision and student assessment.

3. Select tests that have content consistent with project objectives and keep student testing requirements to a minimum.

4. Involve the guidance staff in the in-service training program at its initial inception.

5. The use or involvement of independent research and development centers should be approached with caution.

6. Local school systems should begin investing financial resources by the second project year as a sign of commitment.

LEVEL II - UNIVERSITY BASED ACTIVITIES

The following recommendations pertain to post-secondary institutions:

1. Career education seminars are a viable means of introducing career education to university/college faculty and should be at least three hours per session.
2. Plan the seminar series to include individual or panel presentations by business and industry leaders to expand faculty knowledge of the surrounding community.
3. Plan, develop and use structured group learning exercises that simulate curriculum planning.
4. Use consultants that have credibility, i.e. project leadership, theoretical understanding and experience with career education at the post-secondary level.
5. Select career education materials that are correlated with the seminar content. Provide sample career education units that have been used in higher education to faculty participants.
6. Organize the pre- prepared handout material so that it can be reviewed prior to the seminar session that focuses on that topic.
7. Avoid visits to public school career education sites unless requested by the faculty.
8. Increase or indicate activities that require active participant involvement, e.g. writing a career education unit or visits to business/industry.

In essence, the installation of career education requires multiple strategies that utilize a team approach. All faculty, administrators and members of the community at-large must have an involvement in the planning of comprehensive career education programs. The efforts reported in this project for 1976-77 indicate that career education receives a favorable reception when it is planned, sequential and related to the perceived needs of the recipients.

Project Directors: Dr. Doris Helge, Director
Center for Innovation and Development
Murray State University
Murray, Kentucky
(502) 762-3817

Dr. Lawrence Marrs, Chairman
Department of Special Education
Murray State University
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(502) 762-6802

Grant Award from Career
Education Program for: 10/1/77 - 9/30/78
$80,000
Grant Award No. G0077C0099

Participating
Institution(s): Twenty School Systems in West Kentucky

MAJOR OBJECTIVES:

1. Representative numbers of faculty (25%) from the eight departments of the Murray State University College of Human Development and Learning will learn to develop and implement career education and career education for the handicapped concepts in existing college curriculum so that such faculty will be able to prepare regular and special educators for implementation of the Career Education Act and P.L. 94-142.

2. Pre- and in-service educators will learn to develop and implement career education concepts in existing public school curriculum and infuse these concepts into curricula for educators preparing to implement P.L. 94-142 and the Career Education Act.

PROJECT ACTIVITIES:

During November, 1977, a core group of faculty from the eight departments of the College will participate in a workshop designed to (1) enhance interdepartmental cooperation in this and other projects; (2) increase awareness of federal and state mandates regarding career education and career education of the handicapped; (3) increase awareness of the value for university and public school students of infusing concepts of career education and career education for the handicapped; and (4) delineate and gain commitment to optimal processes of accomplishing subsequent project goals and activities.

Through subsequent workshops, curriculum development, consultative, and inter-departmental efforts, project staff will work with college faculty in infusion of career education and career education for the handicapped into on-going College curricula. Workshops and courses will be conducted for selected pre- and in-service educators preparing to implement P.L. 94-142 and the Career Education Act in public school systems. These workshops will focus on developing and implementing career education concepts in existing public school curriculum for handicapped and normal students. The Center for Innovation and Development (CID) Mini-University Program for public school students will provide an experiential vehicle for this effort.

An additional workshop will train faculty and pre-service educators to infuse career education into non-academically oriented programs for handicapped children, using the Special Education Department and CID Special Recreational Skills Development Program for public school students as experiential units.

A comprehensive Management Information System interrelating learning needs, faculty areas of expertise and needs of the field will be consistently updated and utilized throughout the project.

EVALUATION:

Objective 1: Pre- and post-test data will be collected regarding knowledges, skills, and attitudes regarding infusion of concepts of career education and career education for the handicapped into on-going college curricula. Pre- and post-test data will also be gathered regarding the amount and degree of cooperative inter-departmental efforts, including the integration of faculty and students from different departments in infusion processes. These data will be gathered from a third-party organization development consultant and an internal evaluator.

Objective 2: A pre-post evaluation format will be used where practicable, with measurements determining growth in career education and career education for the handicapped concepts, attitudes, and skills. Internal and external data will be collected regarding student performance. For example, field-based recipients and others at the nearest level of supervision of pre- and in-service educators involved will be asked to evaluate student performance in terms of career education infusion. Parents of children involved in experiential aspects of the project will be asked to assess changes in their children related to specific planned outcomes.

COMMUNICATION:

Workshops, consultation, publications, and other dissemination vehicles will be used during the spring, summer, and fall of 1978 for per[illegible] of universities, public schools, and state departments of education regarding the following: (1) Successful procedures of infusing concepts of career education and career education for the handicapped into on-going college and public school curricula; (2) using a Management Information System for optimally accomplishing such objectives; and (3) using career education as a vehicle for total college or public school change (holistically individualizing education and relating it to the world of work).

DEMOGRAPHIC INFORMATION:

Levels/Groups Served:	University faculty and students; Teachers, Counselors, and administrators of 20 school systems
Type of Area Served:	Rural and Small Town
Number of Persons Served:	Core (25%) of College faculty and students--Approximately 35 faculty and 700 pre-service students; in-service educators from 20 school districts

III. INSERVICE RESOURCES FOR CAREER EDUCATION

Kentucky Department of Education

Kentucky College and University Resources

Federal Agencies for Career Education Services

National Directory of State Career Education Contact Persons

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KENTUCKY DEPARTMENT OF EDUCATION

KENTUCKY UNIT FOR CAREER EDUCATION

Dorothy Alexander, Coordinator
Avery Stidham, Consultant
Unit for Career Education
Kentucky State Department of Education
Capital Plaza Tower
Frankfort, KY 40601
(502) 564-4774

Many resources useful to career education are available through the Kentucky State Department of Education. A sampling of such offices and services is listed to provide a starting point for planning by local career education coordinators.

To facilitate coordination, make all requests for consulting and other services in the Kentucky Department of Education to the Office of Career Education, unless otherwise specified. This office will also provide general information on career education, career education resources*, funding procedures, inservice programs, and many other services. Make and use a copy of the request form on the following page.

BUREAU OF VOCATIONAL EDUCATION

Capital Plaza Tower
Frankfort, KY 40601
(502) 564-4286

Billy R. Howard, Assistant Superintendent
Bobbie R. Grogan, Assistant Bureau Officer
Hazel Davis, Sex Equity Coordinator

DIVISION OF VOCATIONAL PROGRAM DEVELOPMENT

Dr. Charles D. Wade, Director
564-3775

Agribusiness, Natural Resources, Environmental Occupations Education Unit

Robert L. Kelley, Director
564-3775

Business and Office Education Unit

Charles L. Bright, Director
564-3472

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*Commonwealth of Kentucky Telephone Directory lists key people in Kentucky state government as well as all state agencies arranged alphabetically.

KENTUCKY DEPARTMENT OF EDUCATION

REQUEST FOR CAREER EDUCATION CONSULTANT SERVICES

NAME________________________________POSITION______________________

SCHOOL/SYSTEM____

ADDRESS____

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TELEPHONE WHERE YOU MAY BE REACHED_________________________________

DATE OF IN-SERVICE____

NUMBER OF TEACHERS INVOLVED____

DESCRIBE BRIEFLY CONSULTANT SERVICE NEEDED_________________________

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LOCATION OF IN-SERVICE____

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Please mail to:

Unit for Career Education
Department of Education
18th Floor, Capital Plaza Tower
Frankfort, Kentucky 40601
Phone: 502-564-4774

Health and Personal Services Occupations Education Unit

Ann C. Vescio, Director
564-3775

Home Economics Education Unit

Audrey Carr, Director
564-3472

Industrial Education Unit

Patrick E. White, Director
564-3472

Marketing and Distributive Education Unit

William T. Jeffrey, Director
564-3472

Practical Arts Education Unit

H. Douglas McKinley, Director
564-3775

This unit has career-exploration education programs designed for middle/junior high school teachers who are preparing for, or are involved in a practical arts career exploration program. The Practical Arts Program design is a systematic method of allowing a student the opportunity (1) to explore various career paths available to him and then (2) apply his acquired knowledge to future educational and career choices.

Expert, free consulting service is available to junior high/ middle schools throughout the state.

Public Service Occupations Education Unit

Robert F. Pike, Director
564-3775

Special Vocational Functions Unit

Donnalie Stratton, Director
564-3775

DIVISION OF VOCATIONAL PROGRAM SUPPORTING SERVICES

Jewell Deene Ellis
Director
564-3096

Competency Based Education Unit

Melissa S. Briscoe,
Director
564-3775

Vocational Guidance Unit

William Gary Steinhilber,
Director
564-3096

Occupational Information Unit

Evidean W. Pickett,
Acting Director
564-3096

This unit collects placement and follow-up data on vocational education students. The data is used primarily by vocational teachers in local program planning; however, copies are available to other teachers from the unit if desired.

Research Coordinating Unit

John C. Drake, Coordinator of Research
Louis W. Perry, Coordinator of Exemplary Programs (available for inservice programs in

career education; contact directly for information)

The RCU can provide information on projects' funding and has access to federal government on-request information on proposals.

Curriculum Development Unit

Dr. Herbert Bruce,
Director
151 Taylor Bldg
University of Kentucky
Lexington, KY 40506
(606) 258-4821

This unit serves vocational personnel in various aspects of curriculum management and is currently developing competency-based curriculum materials for new and changing occupations.

DIVISION OF VOCATIONAL PROGRAM MANAGEMENT

Wendell D. Bruce, Director
Lynn Tackett, Coordinator
of Mine Safety
564-4286

Management of State Supported Vocational Schools

William R. Lockhart,
Director
564-4286

State vocational schools, area vocational schools and other vocational programs are located throughout Kentucky. A visit to observe particular programs (such as food service or masonry) might be helpful in studying a career or cluster of careers.

Student Financial Aid Unit

Art Craig, Director
564-4286

Administers basic grants and college work-study programs for students in state vocational schools. Interested students can contact local guidance counselors.

DIVISION OF INTERAGENCY RELATIONS

James R. McGown, Director
564-4340

Manpower Training Unit

Robert E. Warren,
Director
564-4340

New and Expanding Industrial Unit

Kenneth D. Goldsmith,
Director
564-4340

Approving Agency for Veterans Education Unit

Edgar Vaughan III, Director
564-4340

DIVISION OF ADULT EDUCATION

Frank H. Vittetow, Director
564-3921

Adult Basic Education Unit

Ted Cook, Director
564-3921

This division directs instruction in four basic areas:

1. CLASSES--offered in public school buildings to provide adult basic education and adult secondary education.
2. LEARNING CENTERS--operate in various settings including public schools, meeting basic educational needs of adults on an individual basis.
3. HOME INSTRUCTION--paraprofessional serving adults who need basic instruction but cannot or will not attend classes or a learning center.
4. KENTUCKY EDUCATIONAL TELEVISION GED SERIES

DIVISION OF GUIDANCE SERVICES

Dr. Curtis Phipps, Director
Capitol Plaza Tower
Frankfort, KY 40601
564-3678

BUREAU OF EDUCATION FOR EXCEPTIONAL CHILDREN

Capitol Plaza Tower
Frankfort, KY 40601
564-4970

KENTUCKY COLLEGE AND UNIVERSITY RESOURCES

Universities and colleges across the state can provide information about many careers. Various colleges and departments have career literature in their areas; some have audiovisual programs and speakers describing careers and training. Experts in many fields are available to answer questions, and many schools have one or more specialists in career education.

Selected resources at the University of Kentucky are listed as a sampling of what is also available at other institutions throughout Kentucky.

UNIVERSITY OF KENTUCKY -- Selected Resources

College of Education

Resources (courses):
- Career Development (EDV/EDP 702 [3 credits])
- Career Education in Special Education (EDS 515 [2 credits])
- Psychology of Career Counseling (EDP 666 [3 credits]
- Using Occupational and Educational Information in Counseling (EDP 764 [3 credits])
- Vocational Guidance (EDV 523 [2-3 credits])

Most of the above courses could be offered as Extension courses at local sites if sufficient enrollments were available. For Extension course offerings, call:

Mr. Jim Brown (606-257-2877)

In addition, many individuals on the faculty are available to provide consultative assistance to local Districts. Contacts for consultants can be made directly with the faculty member or through the College's Center for Professional Development.

Contacts:

Dr. Clay Omvig
Department of Vocational Education
Dickey Hall, room 15
University of Kentucky
Lexington, Kentucky 40506
(606) 258-5997

Dr. Ken Brooks, Director
Center for Professional Development
College of Education
Taylor Education Bldg, room 105
University of Kentucky
Lexington, Kentucky 40506
(606) 257-3697

College of Agriculture

Resources:
- College of Agriculture Bulletin--programs, requirements; careers
- Careers in Agriculture and Natural Resources (descriptive and illustrated booklet)
- Degree flyers
- Slide presentation on College of Agriculture (available to extension people, school counselors, alumni groups, and agriculture teachers)

(University of Kentucky [cont'd])

Contact:
Director of Student Relations
N6 Agriculture North Bldg
University of Kentucky
Lexington, KY 40506
(606) 257-2968

College of Engineering

Resources:
College of Engineering (annual bulletin)--branches of engineering: required training and preparation [to see copy, check with Kentucky high school guidance counselors or contact College of Engineering]

Contact:
Dean, College of Engineering
Anderson Hall
University of Kentucky
Lexington, KY 40506
(606) 258-8827-28

Department of Forestry

Resources (free):
Forests and Forestry in Kentucky (For-4) (course description sheet for professional forestry program)
Associate Degree in Forestry and Wood Technology (bulletins on various forestry subjects)
Some classroom presentations (by arrangement)

Contact:
Department of Forestry Chairman
University of Kentucky
Lexington, KY 40506
(606) 258-4608

Forest and Wood Technician School
Quicksand, KY 41363

College of Home Economics

Resources (available on free loan*):
Careers in Home Economics (McGraw-Hill filmstrip-tape series [each strip about 20 min])--career exploration
"Careers in------
Child Care"
Clothing and Textiles"
Consumer Education"
Dietetics and Food Service"
Food and Nutrition"
Housing and Home Environment"
The Opportunity of a Lifetime--home economics careers (AHEA publication #0041X [$3.25]; available on loan with any filmstrip loan)
College brochures and mimeosheet on careers
Slide presentation about the College
Resource people available for Career Day at any school in Kentucky

Contact:
Assistant of the Dean
College of Home Economics
Erikson Hall
University of Kentucky
Lexington, KY 40506

Office of Minority Student Affairs

Resources:
Personnel:
Speakers--motivation of students to continue education
Consultants--cultural and educational programming for and regarding minorities (focus on adjustment problems and outreach resources for student/leadership development)

*Requests for free loans should be made at least 2 weeks prior to intended use and include preferred as well as alternate dates. Materials are to be returned 1 week after receipt and postage paid by borrower.

(University of Kentucky [cont'd])

Contact:
Director of Minority Student
Affairs
1 Miller Hall
University of Kentucky
Lexington, KY 40506
(606) 258-5641

Department of Recreation and Parks

Resources:
Planning and Implementing Career Education for the Special Student. Dennis Vinton, Barbara D. Pantzer, Elizabeth M. Farley, and William A. Thompson. Hawkins & Assoc, Inc, 719 Delaware Ave SW, Washington, DC 20024

Contact:
Curriculum of Recreation and Parks
University of Kentucky
Lexington, KY 40506
(606) 257-1623

College of Social Professions

Resources:
Career Opportunities in Social Work (15-min slides--showing available within 100-mile radius of Lexington)

Contact:
College of Social Professions
655 Patterson Office Tower
University of Kentucky
Lexington, KY 40506
(606) 258-4766

PLACEMENT OFFICE PERSONNEL IN KENTUCKY COLLEGES AND UNIVERSITIES

College placement officers are excellent sources of career and employment information. They are knowledgeable about jobs for specific college majors, supply and demand, salary averages, interviewing techniques, resume preparation, and job analysis.

Contact the placement office or admissions officer of a college or university near you for information.

KENTUCKY COLLEGES AND UNIVERSITIES OFFERING COOPERATIVE EDUCATION PROGRAMS

Cooperative Education Programs integrate major-related work experiences into a planned educational curriculum. These programs provide the opportunity for students to work part or full-time and provide academic credit for the work experience with the employer paying students a salary.

The underlying philosophy of this program is that the student's job is an essential and integral part of his/her education, affording the opportunity to relate classroom abstractions to concrete realities of the world of work.

Cooperative Education Program Directors are excellent resource people for career education. They know the local job market and can assist in techniques for job-hunting specifically applied to the local community. Each of the following has a Cooperative Education Program Director.

Ashland Community College
1400 College Drive
Ashland, KY 41101

Berea College
Berea, KY 40404

Campbellsville College
Campbellsville, KY 42718

Eastern Kentucky University
Richmond, KY 40475

Hazard Community College
Hazard, KY 41711

Jefferson Community College
109 E. Broadway
Louisville, KY 40201

Kentucky State University
Frankfort, KY 40601

Lexington, Technical Institute
Cooper Drive, University of KY
Lexington, KY 40506

Maysville Community College
Maysville, KY 41056

Morehead State University
Morehead, KY 40351

Murray State University
Murray, KY 42071

Prestonsburg Community College
Bert Combs Drive
Prestonsburg, KY 41653

Somerset Community College
808 Monticello Street
Somerset, KY 42501

Southeast Community College
Cumberland, KY 40823

Thomas More College
P.O. Box 85
Ft. Mitchell, KY 41017

Union College
Barbourville, KY 40906

University of Louisville
Speed Scientific School
Belknap Campus
Louisville, KY 40208

Western Kentucky University
Bowling Green, KY 42101

CAREER EDUCATION QUESTIONNAIRE RESPONDENTS

Resource people are available at each of the following:

THOMAS MORE COLLEGE

Respondent:
Pat Sommerkamp

(606) 341-5800, ext 6
Co-op Coordinator
P.O. Box 85
Ft. Mitchell, KY 41017

Qualified resource people to assist career educators available in these areas:

Position and/or Specialty Areas

Counseling, Career Planning
Psychology, Industrial Psych,
Dir. Experential Learning
Career Guidance, Co-op Field Coordinator
Accounting
Investments
Chemistry, Industrial Hygiene
Nursing, Health Administration
Management, Organizational Development, Financial Planning
Computers, Engineering, Forecasting

MOREHEAD STATE UNIVERSITY

Respondent:
Wayne A. Morella
Director of Field Career Experiences
Allie Young Hall 207 A
Morehead State University
Morehead, KY 40351
(606) 783-3316

Qualified resource people to assist career educators available in these areas:

Position and/or Specialty Areas

Elementary Education
Adult Counseling & Higher Education
Director of Field Career Experiences

NORTHERN KENTUCKY UNIVERSITY

Respondent:
Dr. Ralph D. O'Brien
Director, Cooperative Education
Highland Heights, KY 41076
(606) 292-5680

Qualified resource people to assist career educators available in these areas:

Position and/or Specialty Areas

Ass't. Prof., Industrial Education, Career Education Foundations, Career Development, Technical, Industrial and Career Education
Director of Cooperative Education Career Education foundations, Career Education Curriculum Development, Career Development Theories, Career Guidance Counseling Services, Co-op & Occupational Education, Occupational Competency Testing

PIKEVILLE COLLEGE

Respondent:
Jewell A. Cline
Assistant Professor of Elementary Career Education
Pikeville, KY 41501
(606) 432-3161, ext. 334

Qualified resource people to assist career educators available in these areas:

Position and/or Specialty Areas

Counselor Spec. Services, Career Counseling
Asst. Prof. Special Education
Asst. Prof. Elementary & Early Childhood Ed., Former Co-Director Career Education Program

WESTERN KENTUCKY UNIVERSITY

Respondent:
Juanita Dickson
Assistant Professor-Teacher of Education
College of Education
Bowling Green, KY 42101
(502) 745-3593

Qualified resouce people to assist career educators available in these areas:

Position and/or Specialty Area

- Career and Vocational Teacher Educ.
- Head, Educational Services
- Coordinator, Teacher Education
- Educational Leadership
- Coordinator, Educational Leadership
- Educational Leadership
- Health and Safety
- Teacher Education
- Field Services

FEDERAL AGENCIES FOR CAREER EDUCATION

Many federal agencies and programs provide useful resources of varying types. The following material, taken from Federal Agencies for Career Education Services, provides suggestions. Contact the program or agency listed for further details.

Federal Agencies for Career Education Services. Office of Career Education, U.S. Office of Education, U.S. Department of Health, Education and Welfare. Washington, DC: January, 1976. 38 pp.

GUIDE TO FEDERAL PROGRAMS

One of the most promising and persistent aspects of career education is the involvement of the business-labor-industry-professional-government community in school efforts. While practitioners have devised many innovative ways to draw on local resources of this kind, resources of the Federal government often seem too difficult to understand or use. This guide has been prepared to help make them a little closer and a little clearer.

There are some important limitations to the guide, however. First, it does not promise to include all Federal government programs that may be useful in career education. While we think the major programs are covered, there may well be others. This guide will have served an important purpose if it helps the user see the potential of a large variety of Federal activities and encourages the user to go beyond those described to create her/his own resources. Second, the guide does not present detailed information on how to obtain funding from the programs described. In light of the often changing funding levels and priorities of these programs, it would be most helpful and least misleading if the practitioner seeks out this information for himself/herself. Finally, the guide suggests some, but by no means all, the ways in which the described programs could be used. The section in each description entitled "Relationship to Career Education" is meant to be a stimulant to your own thinking, not an inclusive listing of what you can do. (It is also worth noting that many of the people in these programs may be unfamiliar with career education and with the potential of their resources for use in career education efforts.)

Program Title: National Student Volunteer Program (NSVP)

Description: NSVP exists to encourage and assist the development and improvement of local, independent college and high school student volunteer programs. Each local program determines its own goals, objectives, activities, and procedures. NSVP provides technical assistance materials, training, and on-site consultation. Technical assistance materials include basic "how-to" manuals, program kits containing case studies of student projects, an academic credit kit, a funding kit, directories of student volunteer projects, and the journal Synergist. Training sessions for project directors/advisors are held periodically. On-site consultation is provided to programs in need.

Relationship to Career Education: Students in career education programs could establish and operate volunteer programs, with assistance from NSVP, as a means of career exploration/work experience.

Financial Assistance: Funds are not made available by ACTION for NSVP. All assistance is in the form of technical help.

Publications: "ACTION - Meeting Community Needs Through Voluntarism, A Guide to ACTION's Domestic Programs," ACTION, 1974.

Where To Get Help:
ACTION
National Student Volunteer Program
804 Connecticut Avenue, N.W.
Washington, DC 20525

Program Title: Retired Senior Volunteer Program (R.S.V.P.)

Description: RSVP is one program of ACTION, the Federal agency for volunteer service. The purpose of RSVP is to provide a recognized role in the community and a meaningful life in retirement for older adults (aged 60 and over) through significant volunteer service. The RSVP program provides volunteers in such locations as schools, hospitals, courts, day care centers, libraries, etc. There are no eligibility requirements for volunteers based on income, education, or experience; and volunteers are reimbursed for out-of-pocket expenses.

Relationship to Career Education: RSVP volunteers can and are participating in career education programs. They bring a great variety of skills into the schools, both leisure time interests and abilities as well as experience in the world of paid employment. In addition, they allow students in career education programs to learn about and share experiences and values of persons who many students have had little contact with.

Financial Assistance: Program grants are made available to public and private community service organizations with experience and interest in the needs of older adults.

Publications: Something Wonderful Happens When R.S.V.P. Comes Into a School. Mildred G. Foley, Ohio Commission on Aging. 1975.

Where To Get Help:

Retired Senior Volunteer Program
ACTION
806 Connecticut Ave., N.W.
Washington, DC 20525

Program Title: University Year For ACTION (UYA)

Description: UYA is a service-learning program enabling college students to serve off-campus while receiving academic credit. UYA volunteers help the poor in urban and rural low-income communities move toward solving their own problems. UYA participants are located in 56 universities across the nation and include mostly juniors and seniors, although first-year and second-year students are also in the program. UYA volunteers are assigned in eight general areas: education; administration of justice; health; social services; economic development; housing; environmental protection; and consumer protection. Grant recipients include both two-year and four-year institutions of higher education. In general, UYA volunteers earn credit for the work that they do, and in addition, are required to attend seminars, follow independent study courses, and/or submit research papers and reports, but they do not attend traditional campus-based courses.

Relationship to Career Education: Institutions of higher education may apply for UYA grants. Secondary school career education programs could familiarize students with UYA as a factor they may wish to consider in deciding to or applying to enter college. Aspects of the UYA program could be incorporated in some senior high school programs, so that UYA might be a useful model for secondary school work experience programs.

Financial Assistance: Grants are made to institutions of higher education or associations of such institutions. State or local agencies or other private non-profit organizations may apply as a sponsor for one or more university-based programs.

Publications: "University Year for ACTION," April 1975.

Where To Get Help: University Year for ACTION
Office of Public Affairs
ACTION
806 Connecticut Avenue, N.W.
Washington, DC 20525

Program Title: Youth Challenge Program (YCP)

Description: The purpose of YCP is to offer young people (14-21) opportunities for combining service with educational growth. Students serve poverty communities in a variety of ways, such as: Assistance in day care centers, nursing homes, and health clinics; tutoring; counseling and job finding for other young people; assistance to the elderly and the handicapped; etc. Students work without pay for approximately 6 hours per week, usually for about one year. ACTION provides technical assistance and limited funds for about half of the administrative costs of the project. The high school, community college, college or other non-profit organization provides for the academic component and manages the project. Community representatives in business, industry, local and state government, service organizations, schools, and the community usually serve in an advisory capacity.

Relationship to Career Education: YCP programs could provide extremely useful career exploration/work experience opportunities for students.

Financial Assistance: ACTION provides limited funding on a 50-50 matching basis for planning and operational projects during the first year. ACTION's contribution cannot exceed $4,000 for planning grants and $20,000 for operational grants. Any public or non-profit private institution can be a YCP sponsor.

Publications: "ACTION - Meeting Community Needs Through Voluntarism, A Guide to ACTION's Domestic Programs," ACTION, 1974.

Where To Get Help: Youth Challenge Program
ACTION
806 Connecticut Avenue, N.W.
Washington, DC 20525

Program Title: U.S. Civil Service Commission

Description: As the Federal government agency responsible for all Federal employment programs and standards, the Civil Service Commission can provide a variety of information and experiences related to Federal employment. General information about employment in the Federal government is available (see publications below). In addition, the Civil Service Commission offers specific employment information through a network of Federal Job Information Centers. A number of summer job programs are available for high school and college-age youth. These are broken down into these five major categories:

(1) Group I: sub-professional jobs in engineering and physical and biological sciences; typist and stenographer jobs; clerk, administrative aide, and other office jobs;

(2) Group II: jobs requiring some college study in a variety of Federal agencies (e.g. Forest Service; Park Service; Bureau of Land Management);

(3) Group III: jobs requiring a bachelor's degree or equivalent experience and available in a variety of agencies (e.g. Dept. of Agriculture; Dept. of Defense; Dept. of HEW, etc.);

(4) Group IV: trade and labor jobs (no particular education or experience needed); and

(5) Group V: special programs, including: Student Trainee Program (work-study opportunities for college students leading to eventual professional-level employment); Summer Employment for Needy Youth; and the Federal Summer Intern Program.

Relationship to Career Education: Publications available will help in career exploration and career counseling and guidance. Work opportunities will help in work experience and career exploration, and in some cases may be considered as specific career preparation for entry-level employment with the Federal government.

Financial Assistance: Assistance is given to individuals, but project grants/contracts are not made.

Publications: "Working for the USA," U.S. Civil Service Commission, August 1975 ($.55) (available in Spanish)

"Summer Jobs: Opportunities in the Federal Government," November 1975. Many other publications are available. A few examples are: "The Federal Career Directory," "Guide to Federal Career Literature," "Employment of the Handicapped in Federal Service," "Expanding Opportunities - Women in the Federal Government."

Where To Get Help:	U.S. Civil Service Commission Washington, DC 20415 (Persons may also contact their local Federal Job Information Center, usually listed in the phone book, or dial 800-555-1212)

Program Title:	Minority Business Enterprise Program
Description:	This program assists State and local government in developing and operating minority business programs and in operating model projects in this area. Research contracts are also used to provide professional services in technical and management assistance to minority business persons and minority-owned firms and to provide professional services in an effort to encourage minority business development. Advisory services and counseling are available as is information on the promotion of minority business development and on the operation of enterprises. Technical and management assistance is available at no cost and includes all forms of counsel, guidance, and advice on the establishment and operation of a business enterprise.
Relationship to Career Education:	Career education programs assisting minority students might use these services in career exploration, career awareness, or work experience activities. Assistance might also be given to career education programs in the form of resource persons in school and in career counseling and guidance.
Financial Assistance:	State and local government agencies may apply for project grants. Research contracts are solicited separately.
Publications:	Publications, slide shows, exhibits, displays, and other informational materials are available.

Where To Get Help: OMBE Information Service
Department of Commerce
Washington, DC 20230

Program Title: **Department of Defense**

Description: Through its Joint Education Liaison Directors of Recruitment (JELDOR) office and local armed services recruiters, the Department of Defense is making a number of materials and services available to local schools. These materials and services are directed at helping educators learn about and present military careers as options for students. Services include:

(1) Education orientation visits in which teachers, counselors, and others can tour military bases to learn about the wide variety of careers available;

(2) a military career awareness course for educators, offered on a pre-service or in-service based at numerous universities across the country;

(3) visits of military personnel to schools for talks to students about careers;

(4) free administration and scoring of the Armed Services Vocational Aptitude Test Battery (ASVAB) to high school and post-secondary students.

Publications include a variety of information on military careers (see below). A project presently underway is compiling a bibliography of all military materials that could be used by school personnel in career education efforts.

Relationship to Career Education: Services and materials made available can help students learn about a variety of careers both as possibilities through the military or in civilian life. Tours of bases can be set up for students in many cases and military personnel can be used as in-class resource persons on careers.

Financial Assistance: None available

Publications: Armed Services VIEW: a microfilmed series which will soon be available for integration into existing VIEW

(Vital Information for Education and Work) systems to tell students about career opportunities and training in the armed services. Information included will contain services life style, pay and benefits, educational opportunities, ROTC, service academies, women in the armed services, etc. (Due to be available in the spring of 1976)

Military-Civilian Occupational Source Book, July 1975. This book lists various jobs performed in the armed services, their civilian equivalents, job statements, qualifications needed, and other information to help students explore careers. Individual service branches also have materials in some cases.

Where To Get Help: Contact your local recruiter.

Program Title: Fund for the Improvement of Postsecondary Education (FIPSE)

Description: The Fund for the Improvement of Postsecondary Education provides assistance to educational institutions and agencies for a broad range of reforms and innovations. FIPSE's eight major purposes are:

(1) encouraging the reform, innovation, and improvement of postsecondary education and providing equal educational opportunity for all;

(2) the creation of institutions and programs involving new paths to career and professional training, and new combinations of academic and experiential learning;

(3) the establishment of institutions and programs based on the technology of communications;

(4) the carrying out in postsecondary education institutions of changes in internal structure and operations designed to clarify institutional priorities and purposes;

(5) the design and introduction of cost-effective methods of instruction and operation;

(6) the introduction of institutional reform designed to expand individual opportunities for entering and re-entering institutions and pursuing programs of study tailored to individual needs;

(7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties;

(8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto.

Relationship to Career Education: Many funded projects have goals which overlap with some career education goals. The program priorities in fiscal year 1975, for example, included an area entitled "integration of work and education." Fiscal year 1976 priorities include projects designed to address the "lack of fit between the skills, knowledge, and attitudes taught by postsecondary institutions, and the current and future demands of our economy and society."

Financial Assistance: Project awards are made to higher and postsecondary educational institutions, including profit and non-profit, private, trade, technical and business schools, as well as educational organizations and agencies such as students and faculty associations, trustees, State agencies, and other governmental organizations, and providers of educational services in settings such as museums, libraries, and workplaces.

Publications: "Resources for Change: A Guide to Projects, 1975-76," Fund for the Improvement of Postsecondary Education, U.S. Department of Health, Education, and Welfare, 1975. (Available through Government Printing Office for $2.35)

Where To Get Help:
Fund for the Improvement of Postsecondary Education
Department of Health, Education, and Welfare
400 Maryland Avenue, S.W.
Washington, DC 20202

Program Title: Education and Work Program

Description: This program, operated by the National Institute of Education (NIE), conducts research and development activities in career education. Present activities fall under two major goals:

(1) to improve our understanding of the relationship between education and work; and

(2) to increase the contribution education makes to individual's abilities to choose, enter and progress in work that is beneficial to themselves and others. Activities include research, such as studies and policy analyses; program development; and dissemination and technical assistance.

Relationship to Career Education: NIE has produced a number of materials and models of use in career education, including curriculum modules; the Experience-Based Career Education models; materials to eliminate sex bias in career counseling; activities and facilities handbooks; materials assessment documents, etc. NIE projects span all age and grade levels.

Financial Assistance: Funds are made available to conduct activities as described above. Specific plans can be determined from the Program Plan prepared each year. Public and private institutions and organizations and individuals may receive funds.

Publications: Some examples are:

Education and Work Task Force, FY 1977 Program Plan, National Institute of Education, September 1975.

EPIE S*E*T, Educational Products Information Exchange, 1975.

Eleven Career Education Programs, Descriptions of Selected, Diverse, and Innovative Programs, 1975.

Issues of Sex Bias and Sex Fairness in Career Interest Measurement, Spring 1975.

Career Education Activities for Subject Area Teachers, Grades 1-6, 6-9, 9-12 (Three Volumes), May 1975.

Many other items are also available, many through commercial publishers. Persons interested may write NIE for a bibliography.

Where to Get Help:
Education and Work Group
National Institute of Education
1200 19th Street, N.W.
Washington, DC

Note: Changes are being made in this program.

Program Title: Career Education Program

Description: The Career Education Program has two major components:

(1) demonstration projects;

(2) State planning projects;

Five major categories of demonstration projects are funded. These include projects to:

(1) demonstrate incremental improvement in K-12 career education;

(2) demonstrate effective career education in settings such as the senior high school, community colleges, institutions of higher education, and adult and community settings;

(3) demonstrate effective career education for such populations as the handicapped, gifted and talented, minority or low income youth, or to reduce sex stereotyping in career choice;

(4) demonstrate effective training and retraining of personnel; and

(5) communicate career education philosophy methods, program activities, and evaluation results to practitioners and the general public. In addition to these activities and State planning projects, this program provides assistance in the conceptualization, planning and operation of career education programs through publications and technical assistance activities.

Relationship to Career Education: Assistance in all aspects of career education development at State and local levels is available. Funded projects offer a variety of approaches and materials for use by others. Numerous publications are made available by the Office of Career Education (see below).

Financial Assistance: Grants and contracts are made for projects as described above. Eligible applicants include State and local educational agencies, institutions of higher education, and other organizations and institutions. In some cases, profitmaking institutions and individuals may also be funded.

Publications: Some examples are (all free while supply lasts):

An Introduction to Career Education, A Policy Paper of U.S. Office of Education, U.S. Office of Education, 1974.

Career Education: How To Do It, Creative Approaches by Local Practitioners, U.S. Office of Education, October 1974.

Career Education: The State of the Scene, U.S. Office of Education, November 1974.

A Systematic Approach to Evaluating Career Education Materials at the Local Level, U.S. Office of Education, November 1974.

Many other materials have also been produced. Copies of speeches by Dr. Kenneth Hoyt are also available.

Where to Get Help:
Office of Career Education
U.S. Office of Education
Washington, DC 20202

Note: Changes are being made in this program.

Program Title: Community Education Program

Description: The purpose of this program is to encourage and assist:

(1) public schools to involve people of the community in programs designed to meet their educational, recreational, and cultural needs;

(2) a more efficient use of public education facilities through extending the times during which and purposes for which school buildings and equipment are used; and

(3) public schools, in cooperation with other community groups and resources, to establish community education programs as centers for educational, recreational, cultural, and other related community activities and services in accordance with the needs, interests, and concerns of the community. Community education programs must be designed to serve all age groups as well as groups with special needs. Each program must also provide for active and continuous involvement of broad segments of the community. A clearinghouse is also being established by the Program to gather and disseminate information on community education.

Relationship to Career Education: Career education practitioners may wish to participate in or become linked with community education programs to expand the resources available to both efforts. Resources in community education programs could potentially have a wide variety of career education applications because of the number and types of community persons/groups involved. Career education for adults might be coordinated through community education programs.

Financial Assistance: Grants are made to State and local educational agencies for projects to plan, establish, expand, operate, and/or provide developmental and technical assistance to one or more community education programs. Grants are made to institutions of higher education to develop, establish, or expand programs for training people to plan and operate community education programs.

Publications: Programs regulations were printed in the Federal Register on December 12, 1975 (Vol. 40, No. 240, pp. 57926-57945).

Where To Get Help:
Community Education Program
U.S. Office of Education
Washington, DC 20202

Program Title: Consumers' Education Program

Description: This program supports:

(1) activities designed to support the development, demonstration, evaluation, and dissemination of new and improved curricula in consumers' education;

(2) the initiation and expansion of consumer education programs at the elementary, secondary, and higher education levels as well as those conducted in communities;

(3) training in consumer education; and

(4) a variety of activities designed to provide consumers' education to the general public. Consumers' education is defined as an effort to prepare persons for participation in the marketplace by imparting the understandings, attitudes, and skills which will

enable them to make rational and intelligent consumer decisions in light of their personal values, their recognition of marketplace alternatives, and social, economic, and ecological considerations.

Relationship to Career Education: Career education practitioners may wish to establish consumers' education as part of their overall programs. Materials and strategies of consumers' education projects may be useful in such areas of career education as economic education, employability and "survival" skills.

Financial Assistance: Grants and contracts are awarded to local educational agencies, State educational agencies, institutions of higher education, and public and private non-profit agencies, including libraries, consumer organizations, unions, and community groups.

Publications: "Questions and Answers about the Consumers' Education Program," Office of Consumers' Education, U.S. Office of Education, 1975.

Where To Get Help:
Office of Consumers' Education
Room 5624, ROB-3
U.S. Office of Education
Washington, D.C. 20202

Program Title: Cooperative Education (Higher Education)

Description: The goal of the Cooperative Education Program is to enable students in institutions of higher education to alternate periods of academic study with periods of off-campus employment thus allowing these students to earn funds necessary to support and complete their education as well as to gain off-campus experiences closely integrated with their total education and academic and/or career goals.

Relationship to Career Education: Models and efforts of funded projects can be helpful to two and four-year institutions of higher education planning cooperative education programs. Project grants are made available for new awards (see below). Cooperative education programs can be very useful career exploration and/or preparation experiences for students.

Financial Assistance: Project grants/contracts are made in two areas: (1) to 2 and 4-year institutions of higher education for planning, implementing, strengthening, and expanding new or existing Cooperative Education efforts; and (2) to institutions of higher education, combinations of such institutions, other public or private agencies or organizations for training and research projects in cooperative education.

Publications: "Cooperative Education," U.S. Office of Education Briefing Paper, U.S. Department of Health, Education, and Welfare. April 1975.
"Cooperative Education Awards 1970-75," U.S. Department of Health, Education, and Welfare, Office of Education, July 1975.

Where To Get Help:
Cooperative Education Program
Bureau of Postsecondary Education
U.S. Office of Education
Washington, DC 20202

Program Title: Curriculum Development Program

Description: Authorized under Part 1 of the Vocational Education Act of 1963, as amended, this program provides for the development, testing, and dissemination of vocational education curriculum materials for use in teaching occupational subjects, including curriculum for new and changing occupational fields and vocational teacher education. It further provides for: developing standards for curriculum development in all occupational fields; coordinating the efforts of the States with respect to curriculum development and management in vocational education; surveying curriculum materials produced by other agencies; evaluating vocational-technical education curriculum materials; and training personnel in curriculum development.

Relationship to Career Education: Many projects conducted under Part I have focused on the development of career education and cluster curricula for use in career education programs. Curriculum coordination across the nation is facilitated by Curriculum Management Centers.

Financial Assistance: Contracts are awarded for specific curriculum development activities; these are announced in *Commerce Business Daily*.

Publications: Completed career education curriculum materials include for example:

The Kingdom of Could Be You, a film series for young children using cartoon characters.

Career Education Curriculum Development for Awareness (K-6)

Career Education Curriculum Development for Awareness (K-6) and for Orientation and Exploration (7-9)

Where To Get Help:

Curriculum Development Branch
Bureau of Occupational and Adult Education
U.S. Office of Education
Washington, DC 20202

Program Title: Education for the Handicapped

Description: Under the Education of the Handicapped Act, the Bureau of Education for the Handicapped (BEH) operates a number of programs. Major Activities include:

(1) aid to states in the initiation, expansion, and improvement of programs for the handicapped;

(2) personnel training;

(3) operation of thirteen Regional Resource Centers to provide advice and assistance to educators in such areas as testing and programming for handicapped children;

(4) operation of thirteen Area Learning Resource Centers to provide information on educational technology available for the education of handicapped children; and

(5) a program of research and demonstration projects to improve education of the handicapped.

Relationship to Career Education: Some research and demonstration projects are directed at the career education needs of the handicapped (e.g. a project at the University of Kentucky is looking at "Program Development Models for New Careers for the Handicapped"). Personnel training grants are awarded for preparation of personnel to function in career education programs for the handicapped. Regional Resource Centers can provide vocational testing and referral services. Area Learning Resource Centers can link up with the National Instructional Materials Information System for the handicapped. Many States, under the Aid to States part of BEH, provides projects which need various career education needs for the handicapped.

Financial Assistance: Assistance available varies by BEH program. The aid to States Program consists of formula funds allocated to the States. Personnel training is conducted through project grants. Grants and contracts support the research and demonstration and Resource Center programs.

Publications: Improving Occupational Programs for the Handicapped, U.S. Office of Education, Bureau of Education for the Handicapped, 1975.

Information on State activities is available from each State or the appropriate Regional Resource Center. Information on instructional materials is available from Area Learning Resource Centers or the National Instructional Materials Information System.

Where To Get Help: For Information on the Bureau:
Bureau of Education for the Handicapped
U.S. Office of Education
Washington, D.C. 20202

For Information on Locally/Regionally Available services:

Local School System [illegible]pecial Education Office or
State Education Ag[illegible]y

Program Title: Educational Opportunity Centers (EOC)

Description: EOCs serve areas with major concentrations of low-income persons by providing, in cooperation with other applicable programs and services:

(1) information with respect to financial and academic assistance for persons in such areas desiring to pursue postsecondary education;

(2) assistance to such persons in applying to postsecondary schools;

(3) counseling services and tutorial and other necessary assistance to such persons while attending such institutions (including career counseling); and

(4) assistance in establishing recruiting and counseling pools to coordinate resources and staff efforts to assist the admission of educationally disadvantaged persons to institutions of higher education.

Relationship to Career Education: Can provide assistance to educationally disadvantaged persons in career counseling and educational placement. Can also provide help to students in continuing in higher education programs.

Financial Assistance: Project grants are made to institutions of higher education, associations of such institutions, public and private agencies and organizations, and, in exceptional cases, secondary schools and secondary vocational schools.

Publications: "EOC Briefing Paper"

Where To Get Help:
Division of Student Support and Special Programs
Bureau of Postsecondary Education
Office of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

Program Title: Exemplary Projects in Vocational Education

Description: This program, supported under Part D of the Vocational Education Act of 1963, as amended, has four major purposes:

(1) to create bridges between school and earning a living for young people who are still in school, who have left school either by graduation or by dropping out, or who are in postsecondary programs of vocational education;

(2) to promote cooperation between public education and manpower agencies;

(3) to broaden occupational aspirations and opportunities for youths, with special emphasis given to youths who have academic, socio-economic, or other handicaps; and

(4) to provide for the participation in the program of students enrolled in private nonprofit schools. Projects are normally supported for a period of three years. Priorities in the first and second round of three-year projects have focused heavily on career education projects across all grade levels. Priorities for projects to be funded in fiscal year 1976 center around demonstration of the National Institute of Education's Experience-Based Career Education Program as a program in itself, in conjunction with in-school cluster programs, or in expanded, improved, or newly developed cooperative vocational education and work experience programs. In addition to this program of Federally-administered projects, States administer one-half of all Part D funds based on State priorities (see below).

Relationship to Career Education: Part D projects demonstrate effective career education practices across the nation and are useful models to study and learn from. Materials from these projects may be useful in career education programs. Grant awards are made to allow recipients to operate exemplary projects.

Financial Assistance: Eligible applicants include local educational agencies, State boards for vocational education, and public and private agencies, institutions, or organizations. No application for funding will be approved if the state board for vocational education notifies the Commissioner of Education of its disapproval of such application within 60 days of its submission of the Board by the applicant. Half of all appropriated Part D monies are reserved directly for use by State boards. Many States have chosen to fund career education efforts with these funds.

Publications: Many project reports and curriculum and other materials useful in career education projects are indexed in the AIM/ARM (Abstracts of Instructional and Research Materials) system located at the Center for Vocational Education, Columbus, Ohio. Information is also available through State Research Coordination Units (RCUs).

Where To Get Help: For State-Administered Part D Funds:

State Director of Vocational Education

For Federally-Administered Funds:

Director
Division of Research and Demonstration
ROB-3, room 5042
U.S. Office of Education
7th and D Streets, S.W.
Washington, DC 20202

Note: Changes are being made in this program.

Program Title: Program for the Education of the Gifted and Talented

Description: This program supports the education of the gifted and talented through:

(1) development and dissemination of information to the public;

(2) grants to State and local educational agencies for the planning, development, operation, and improvement of projects;

(3) grants to State educational agencies for the training of personnel;

(4) grants to institutions of higher education or other appropriate non-profit agencies for training leadership personnel; and

(5) contracts with public and private agencies to establish model programs.

Relationship to Career Education: Career education programs which desire to provide internships or other types of work experience for gifted and talented students may wish to apply for funding. Special counseling programs for the gifted and talented may also be supported. Strategies and materials of these projects may be useful in other career education efforts.

Financial Assistance: Grants and contracts are awarded as described above.

Publications: Program regulations were published in the Federal Register on July 22, 1975 (Vol. 40, No. 141, pp. 30663-30670).

Where To Get Help:

Education of the Gifted and Talented
Room 2006, ROB-3
U.S. Office of Education
Washington, DC 20202

Program Title: Research Projects in Vocational Education

Description: This program, funded under Part C of the Vocational Education Act of 1963, as amended, is divided between a State portion and a federally-administered portion. State administered funds are used to support the State Research Coordination Unit (RCU) and for research and training programs, experimental programs to meet the special vocational needs of youths, dissemination of information on vocational education research and demonstration, and other purposes. Federally-administered funds are presently being used to support research projects in four major areas: adult vocational education; postsecondary vocational education; individualization and modularization of instructional materials; and special needs populations (e.g., bilingual, migrant, etc.). Projects supported in previous years have included: career education; guidance, counseling and placement; alternative work experience; and other areas.

Relationship to Career Education: Demonstration projects have been funded in career education at the State level and federally-administered projects relate closely to career education in many areas. Curriculum materials developed by Part C projects are useful in many cases in career education programs as are program models and strategies.

Financial Assistance: Federally-administered grants and contracts are awarded to local education agencies, State boards for vocational education, public and private agencies, institutions, and organizations. State-administered funds are awarded through the State Director of Vocational Education.

Publications: Publications of Part C projects are placed in the AIM/ARM (Abstracts of Instructional Materials and Research Materials in Vocational and Technical Education) system at the Center for Vocational Education, Columbus, Ohio. Hundreds of project reports, curriculum materials, etc. are available, many in career education.

Where To Get Help: For Federal-Administered Part C Funds:

Research Branch
Division of Research and Demonstration
Bureau of Occupational and Adult Education
U.S. Office of Education
Washington, DC 20202

For State Administered Part C Funds:

State Director of Vocational Education

Note: Changes are being made in this program.

Program Title: Special Services for Disadvantaged Students in Institutions

Description: The Special Services Program is designed to provide remedial and other special services for students with academic potential who are enrolled or accepted for enrollment at the institution sponsoring the program. Special Services projects serve those students who by reason of deprived educational, cultural, or economic background, or physical handicap, are in need of such services to assist them to initiate, continue, or resume their postsecondary education. Special services offers tutoring during the academic year, special assistance during the summer, and helps students plan their careers and assists them in gaining admission to professional or graduate schools.

Relationship to Career Education: Special Services can provide career counseling and guidance as well as educational placement service to disadvantaged students enrolled in a sponsoring institution.

Financial Assistance: Project grants are made to institutions of postsecondary education or combinations of such institutions.

Publications: "We Can Work It Out," U.S. Department of Health, Education, and Welfare, Office of Education, 1975.

Where To Get Help: Division of Student Support and Special Services
Bureau of Postsecondary Education
U.S. Office of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

Program Title: Talent Search

Description: The goals of the Talent Search Program are to:

(1) identify qualified youths of financial or cultural need with an exceptional potential for postsecondary educational training and encourage them to complete secondary school and undertake postsecondary educational training;

(2) publicize existing forms of student financial aid; and

(3) encourage secondary-school or college dropouts of demonstrated aptitude to reenter educational programs, including postsecondary school programs. Participants receive counseling on educational opportunities and the educational/personal requirements necessary for various careers, information about financial aid, and assistance in completing postsecondary education admission requirements.

Relationship to Career Education: May provide assistance to selected students, at the middle school level and above, in exploring various careers and their educational requirements. Talent Search projects may also provide help in educational placement efforts. Advisory Boards of Talent Search projects may help form linkages between secondary and postsecondary educational institutions to ease this transition for students of financial or cultural need.

Financial Assistance: Project grants are made to institutions of higher education, associations of such institutions, public and private agencies and organizations, and in exceptional cases, secondary schools and secondary vocational schools.

Publications: "We Can Work It Out," U.S. Department of Health, Education, and Welfare, Office of Education, 1975.

Where To Get Help:
Division of Student Support and Special Programs
Bureau of Postsecondary Education
Office of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

Program Title: Upward Bound

Description: Upward Bound is designed to generate skills and motivation necessary for success in education beyond high school for students who have traditionally been underachievers in education because of their low-income backgrounds, and because of substantially inadequate secondary school preparation. Students are usually selected after completion of the 10th or 11th grades. They generally live on a college campus during the summer and take part in a variety of academic, social, and cultural activities. They continue the program during the academic year and also receive help with their ongoing school work.

Relationship to Career Education: Upward Bound can provide help in the career counseling and guidance of low-income students, including educational exploration and placement in higher education opportunities.

Financial Assistance: Project grants are made to institutions of higher education, associations of such institutions, public and private agencies and organizations, and, in exceptional cases, secondary schools and secondary vocational schools.

Publications: "We Can Work It Out," U.S. Department of Health, Education, and Welfare, Office of Education, 1975.

Where To Get Help:
Division of Student Support and Special Programs
Bureau of Postsecondary Education
Office of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

Program Title: Vocational Education Personnel Development

Description: Funded under the Education Professions Development Act, this program has two major parts: Sections 552 and 553. Under Section 552, awards are made to universities for graduate leadership development programs in vocational education. Each of the present 33 such programs devotes a segment of the training to career education. Under Section 553, awards are made to States for cooperative arrangements for:

(1) exchanges of vocational education personnel with skilled technicians and supervisors in industry;

(2) inservice training programs;

(3) short-term or regular session institutes to improve the qualifications of persons entering and re-entering vocational education.

Relationship to Career Education: Graduate programs under Section 552 have developed methods of providing graduate leadership training in career education which might be adapted by others in training personnel. Many Section 553 projects provide career education training and have produced useful models and materials. Grants may also be made available for inservice training as described above.

Financial Assistance: Project grants are made under Part F, Section 552, to institutions of higher education and include fellowships for students. Grants under section 553 are made to State boards of vocational education.

Publications: Many project reports and materials are available in the ERIC system.

Where To Get Help:

Division of Educational Systems Development
Bureau of Occupational and Adult Education
U.S. Office of Education
Washington, DC 20202

Each state also has a Director of Vocational Education Personnel Development who may provide information on State activities/priorities under Section 553.

Program Title: Women's Educational Equity Program

Description: The Women's Educational Equity Program conducts activities at all levels of education to include:

(1) the development, evaluation, and dissemination of curricula, textbooks, and other educational materials related to educational equity;

(2) preservice and inservice training for educational personnel including guidance and counseling with special emphasis on programs and activities designed to provide educational equity;

(3) research, development, and educational activities designed to advance educational equity;

(4) guidance and counseling activities including the development of non-discriminatory tests, designed to assure educational equity;

(5) educational activities to increase opportunities for adult women, including continuing educational activities and programs for underemployed women; and

(6) the expansion and improvement of educational programs and activities for women in vocational education, career education, physical education and educational administration.

Relationship to Career Education: Educational Equity Program projects can assist career education in eliminating sex bias and sex stereotyping in career choice. Both project models and materials will be available, as well as technical assistance in implementing provisions of Title IX of the Education Amendments of 1972 and in achieving educational equity for women in general.

Financial Assistance: Project grants and contracts are made to public agencies, private non-profit organizations, and individuals. In addition to the basic program of major awards, there is a small grant program of projects limited to awards of not more than $15,000.

Publications: Proposed Rules were published in the Federal Register on August 11, 1975 (Vol. 40, No. 155, pp. 33802-33809).

Where To Get Help:
Women's Educational Equity Program
U.S. Office of Education
400 Maryland Avenue, S.W.
Washington, DC 20202

Program Title: Apprenticeship Outreach Program (AOP)

Description: This program has as its primary purpose the recruitment, motivation, and guidance of primarily minority youth toward entrance into apprenticeship programs operated by labor and management, with heavy emphasis being placed on the skilled construction trades. Projects aid participants in meeting the basic qualifications necessary to pass the entrance requirements for apprenticeship and further assist them in making application for the apprenticeship openings that are available. Project components include: individual counseling and evaluation; trade orientation; refresher courses (math, trade, science, etc); test practice; and mock interviews. Most projects involve approximately 30-40 participants over a 12-month period for a total cost of between $45,000 and $60,000. Projects are awarded to non-profit organizations which can carry out the objectives of AOP. Projects must actively involve organized labor, management, and the minority community.

Relationship to Career Education: Projects are required to seek the active involvement of many community groups, including schools. Further, school career education programs might well benefit from seeking linkages to AOP projects as a means of increasing career awareness and exploration opportunities for students and for assisting some students in career preparation and placement.

Financial Assistance: Project grants and research contracts are made to non-profit organizations.

Publications: "Apprenticeship Outreach Program (AOP) - Program Description" July 1972.

Where To Get Help:
Office of National Projects Administration
Employment and Training Administration
U.S. Department of Labor
Washington, DC 20210

Program Title: Apprenticeship Training

Description: This program promotes labor standards that safeguard the welfare of apprentices and guide, assist, and improve apprenticeship. Field staff in every State work closely with employers, unions, and State apprenticeship agencies to develop programs and devise better ways to give training. The program approves and registers programs, gives employers technical assistance on training, and searches out new ways to improve apprenticeship. The program has a special emphasis on helping minority persons become skilled craft workers. Apprenticeship Information Centers exist in 34 local employment service offices to provide information on apprenticeship opportunities. In addition, there exists an Apprenticeship Outreach Program to assist minority persons (see p. 26).

Relationship to Career Education: Apprenticeship programs and services may be helpful for career exploration and to assist some students to enter apprenticeship training. There exist over 350 apprenticeable trades, including such work as: automotive mechanic, baker, carpenter, drafter, etc. Apprenticeship Information Centers may have career information that could be used in career education programs. Exposing female students to apprenticeship opportunities is also possible through the Centers and information available (see the pamphlet: "Why Not Be an Apprentice?")

Financial Assistance: All assistance is in the form of advisory service and counseling.

Publications:
"Apprenticeship," U.S. Department of Labor, 1975 ($.30)
"Apprentice Training: Sure Way to a Skilled Craft," U.S. Department of Labor, 1974 ($.30)
"Jobs for Which Apprenticeships Are Available," U.S. Department of Labor, 1974.
"Why Not Be An Apprentice?" U.S. Department of Labor, 1974 ($.25)
"The National Apprenticeship Program," U.S. Department of Labor, 1972
(Publications for which a price is listed may be obtained through the Superintendent of Documents, Washington, D.C.)

Where To Get Help:
Bureau of Apprenticeship and Training
Employment and Training Administration
U.S. Department of Labor
Washington, DC 20212

Program Title: Comprehensive Employment and Training Act (CETA)

Description: CETA's major purpose is to provide the economically disadvantaged, the unemployed, and the underemployed with the assistance they need to compete for, secure, and hold jobs challenging their fullest capabilities. CETA programs cover testing, counseling, skills training in the classroom or on the job, and basic education. They include job restructuring, job development, work experience, and public employment. 80% of all CETA funds go to State and local governments, acting as Prime Sponsor, (defined below,) with the remainder being available for national programs. Title I of CETA permits Prime Sponsors to establish programs of comprehensive services, including recruitment, orientation, counseling, testing, placement, classroom instruction, institutional and on-the-job training, allowances, supportive services, and transitional public employment jobs. 9% of Title I funds are available for vocational education and other manpower services on a Statewide basis. Title II provides for transitional public employment. Title III provides for Federally-supervised manpower programs for Indians and migrants, as well as for youth, offenders, older workers, and other special groups. Research and development projects are also authorized (see p. 30). Title IV continues the Job Corps. Title V establishes a National Commission for Manpower Policy, and Title VI provides for public service employment.

Relationship to Career Education: Disadvantaged, unemployed, and underemployed persons 16 and above may benefit. Career education programs might use CETA funds for allowable activities as described above. Prime Sponsors are required to have local advisory groups which include educational organizations (as are States), and any educational organization may review and make input to local and State plans.

Financial Assistance: Most funds are distributed through State and local Prime Sponsors, except for Federally-administered portions. A Prime Sponsor is usually:

(1) a unit of local government with a population of 100,000 or more;

(2) a combination of such units;

(3) an entire State; or

(4) a State serving the balance of its territory not included in any Local Prime Sponsor's area.

Publications: "A New Approach to Manpower: An Introduction to the Comprehensive Employment and Training Act of 1973 for Prime Sponsors," U.S. Department of Labor, 1974.

"The Role of Local Governments Under CETA," U.S. Department of Labor, 1974.

Where To Get Help:
At the Local Level: contact the Mayor's Office
At the State Level: contact the Governor's Office
At the Federal Level: contact -
U.S. Department of Labor
Employment and Training Administration
Washington, DC

Note: Changes are being made in this program.

Program Title: Employment Service

Description: The public employment service is a network of over 2,400 local officers across the nation. Its central task is assisting job seekers in finding suitable jobs, either at once or after needed training and other manpower services, and helping employers find needed workers. The Employment Service operates a computerized job bank in 43 States to provide a daily printout of jobs available in the entire local area of an office. The Service offers a variety of assistance to Comprehensive Employment and Training Act (CETA) prime sponsors, including: orientation and counseling; occupational and attitude testing; job information; job search help and job development; selection and referral to training; registration for employment and training; and outreach.

Relationship to Career Education: Employment Service staff can assist in school placement programs and provide assistance to schools in helping students acquire job information; information about training opportunities; occupational and aptitude testing (including a revised Spanish-Language version of the General Aptitude Test Battery (GATB) now being developed); and other services. Employment Services staff can speak to students and in many career education programs assist in mock job interviews or other activities.

Financial Assistance: Project grants are made to State employment security offices only.

Publications: "The Employment Service," U.S. Department of Labor, Manpower Administration, 1975. (0-595-365)
Dictionary of Occupational Titles

Where To Get Help:
U.S. Employment Service
Employment and Training Administration
U.S. Department of Labor
Washington, DC 20213

Program Title: Manpower and Employment Data

Description: The Bureau of Labor Statistics has as one of its major tasks the development and dissemination of information on future occupational manpower requirements and supply. Numerous reports and other types of information are made available. The Bureau publishes, for example, the Occupational Outlook Handbook, which includes descriptions of a large number of occupations. The descriptions include: nature of the work; where workers are employed, training needed; other qualifications; advancement; employment outlook; earnings; working conditions; and where to go for more information.

Relationship to Career Education: Many publications (listed below) have useful information for both career counseling and guidance and for use by students in studying different career areas.

Financial Assistance: None available.

Publications: Occupational Outlook Handbook for 1974-75 (published biennially)

Looking Ahead to a Career - A Slide Series, 1975 ($10.00)

Occupational Outlook for College Graduates

Occupational Outlook Quarterly

Motivational Pamphlets Series: "Thinking of an Office Job?"; "Science and Your Career."; "Ecology and Your Career"; "Liberal Arts and Your Career"; Math and Your Career"; "English and Your Career"; "The Outdoors and Your Career"; "Social Science and Your Career"; "Your Job as a Repair Mechanic".

Jobs For Which Series: "Jobs for Which a High School Education is Preferred, but Not Essential"; "Jobs for Which a High School Education is Generally Required"; "Jobs for Which Junior College, Technical Institute, or Other Specialized Training is Usually Required"; "Jobs for Which A College Education is Usually Required"; "Jobs for Which Apprenticeships are Available".

Where To Get Help:
Bureau of Labor Statistics
U.S. Department of Labor
Washington, DC 20212

Program Title: Manpower Research and Development Projects

Description: Authorized in the Comprehensive Employment and Training Act (CETA) of 1973, this program conducts "a comprehensive program of manpower research; and a program of experimental, developmental, demonstration, and pilot projects. . .for the purpose of improving techniques and demonstrating the effectiveness of specialized methods in meeting the manpower, employment, and training problems." Activities supported include: research and development projects, doctoral dissertation grants, and small-grant research projects.

Examples of projects supported which may be of interest to those in career education include:

(1) the Career Information System developed in the State of Oregon and now being expanded in eight other States;

(2) the Women in Wisconsin Apprenticeship Program which demonstrated ways in which employment barriers to women could be reduced;

(3) development of a "Handbook for Use of Basic Job Skills" to increase knowledge of career options among handicapped persons; and

(4) the development of a vocational guidance program for high school youth in Houston, Texas.

Relationship to Career Education: Educational agencies are eligible applicants for project funding. Projects completed and underway offer a variety of approaches and materials which may be helpful in career education programs.

Financial Assistance: Grants and contracts are made to academic institutions, State and local government organizations and individuals.

Publications: Manpower Research and Development Projects, U.S. Department of Labor, Manpower Administration, 1974. (contains project abstracts and regulations)

Project reports and products are made available through:

(1) NTIS-National Technical Information Service

(2) GPO-Government Printing Office

(3) Employment and Training Administration, U.S. Department of Labor.

Where To Get Help:
Office of Manpower Research and Development
Employment and Training Administration
U.S. Department of Labor
Washington, DC 20210

Note: Changes are being made in this program.

Program Title: Occupational Information System Grant Program

Description: The objectives of this program, operated by the Employment and Training Administration of the U.S. Department of Labor, are:

(1) to help persons learn about and understand career options;

(2) to help labor force entrants become aware of occupations which are acceptable and personally satisfying;

(3) to encourage persons in the process of making decisions on careers to explore vocational possibilities on their own;

(4) to increase awareness of major sources of occupational information; and

(5) to provide support for related programs including career education, career and employment counseling, and manpower and educational planning. To date, grants of $300,000 have been awarded to each of 8 states to begin planning this program (Alabama; Colorado; Massachusetts; Michigan; Minnesota; Ohio; Washington; and Wisconsin). Each program will have an active policymaking board which will integrate and strengthen relationships among various segments of the community involved in career choice. Information on occupations will include such topics as: job duties; legal, educational, and training requirements for entry; current employment; job outlook; and earnings and fringe benefits.

Relationship to Career Education: In States which have received grants, the OIS system will be of direct use in career exploration and career counseling and guidance. Other States may benefit from the lessons being learned and applied in the program if they desire to set up systems of their own or if funds are made available for expansion of this program. Expansion is not planned at the present time.

Financial Assistance: Project grants have been made to 8 States to date for 3-4 year programs. Additional grants are not anticipated at present.

Publications: "Occupational Information Systems Grants Program: State Project Summaries," U.S. Department of Labor, November 1975.

Where To Get Help:
U.S. Department of Labor
Employment and Training Administration
National Occupational Information System
Patrick Henry Building
601 D St. N.W.
Washington, D.C.

Program Title: Work Experience and Career Exploration Program (WECEP)

Description: This program allows students aged 14 and 15 to work up to 23 hours per week in school-related work experience or career exploration programs which are school-supervised and school-administered. In

States which participate in the WECEP, the following conditions characterize the program:

(1) only students aged 14 or 15 may participate;

(2) students must receive school credit for participation;

(3) work experience or career exploration must be related to in-school instruction and that instruction must include job-related and employability skill instruction;

(4) a teacher-coordinator must supervise each group of approximately 12-25 students, including visits to work stations;

(5) students must be paid according to statutory minimum wage provisions;

(6) a written training agreement must be signed by the teacher-coordinator, employer, and the student and must be approved by the parent or guardian;

(7) certain hazardous occupations are prohibited;

(8) employment may not exceed 23 hours per week when school is in session and 3 hours per day when school is in session, any portion of which may be during school hours; and

(9) employment of students may not displace already employed workers in the particular establishment.

Relationship to Career Education: Local school districts might participate in this program if their State participates. Opportunities for career exploration and/or work experience are made possible.

Financial Assistance: Funds are not made available by the Department of Labor. The Department of Labor approves State applications only, according to the published regulations.

Publications: Regulations governing this program were published in the Federal Register on September 4, 1975 (volume 40, No. 172) under the title of "Employment of Minors Between 14 and 16 Years of Age in Work Experience and Career Exploration Programs."

Where To Get Help: School systems interested in participating should contact the State Education Agency (in many cases this would be the State Director of Vocational Education).

States wishing to participate should consult the Federal Register of September 4, 1975 and, if necessary, the Wage and Hour Division of the U.S. Department of Labor, Washington, DC.

Program Title: Women's Special Employment Assistance

Description: This program, operated by the Women's Bureau of the U.S. Department of Labor, provides informational, promotional, technical and advisory services to assist in enlarging the contribution and participation of women in the work force. This is accomplished by improving opportunities for training, counseling, guidance, continuing education, and expansion of day care, household work, and other home related services. The Bureau also works to improve legislation related to equal rights for women in employment and acts as a clearinghouse on matters relating to the status of women workers.

Relationship to Career Education: Publications available (see below) may be useful for career exploration and career counseling and guidance. Women's Bureau personnel in Regional Offices may be invited to speak in school programs or provide consultative assistance in reducing sex stereotyping in career choices.

Financial Assistance: None Available

Publications: A bibliography of publications is available free from the address below. Some examples of materials available or soon to be available are:

"1975 Handbook on Women Workers"
"Twenty Facts on Women Workers," 1975
"Why Women Work," 1975 (The publication and those following are also available in Spanish)
"Women Workers Today," 1975
"The Myth and the Reality," 1974
"Careers for Women in the 70's," 1973 ($.50)
"Facts on Women Workers on Minority Races," 1975 ($.35)

"A Working Woman's Guide to Her Job Rights," 1975
"Nontraditional Occupations for Women of the Hemisphere: The U.S. Experience," 1974.

Where To Get Help:
Director, Women's Bureau
Employment Standards Administration
U.S. Department of Labor
Washington, DC 20210

Program Title: National Aeronautics and Space Administration

Description: One goal of NASA is to assist the educational community in informing students about the activities of the nation in aeronautics and space science. The Educational Programs Office of NASA offers a variety of services to meet this goal:

(1) Guidance and Counseling; consultative assistance to schools and universities relative to careers in space science and technology, including published material dealing with NASA efforts and educational requirements for employment in particular specialties;

(2) Youth Programs: programs such as career exploration, explorer (scout) programs, seminars, etc to familiarize students with developments in the aerospace sciences;

(3) Teacher Education: workshops to familiarize teachers with aerospace development;

(4) Instructional Resources: to assist in the adapting and updating of courses to reflect the latest information on aerospace developments;

(5) Space Science Education Project: lecture-demonstrations for students to tell them about the aerospace field; and

(6) Speakers, Adult Education Programs, and Professional Educational Conferences.

Relationship to Career Education: NASA resources could be helpful in a variety of ways including: resource speakers; career guidance and counseling information; training of personnel; career exploration opportunities; and instructional materials.

Financial Assistance: None available

Publications: Numerous NASA publications are also available which might be of use in career education programs.

For information on NASA educational resources, persons are urged to contact the nearest NASA Center. A listing of these can be obtained at the address below.

Where To Get Help:
National Aeronautics and Space Administration
Educational Programs Officer
Washington, DC 20546

Program Title: National Audiovisual Center

Description: The National Audiovisual Center was established in 1969 to provide government agencies and the general public with a central information, loan, sales, and rental service for audiovisual materials produced by or for government agencies.

Relationship to Career Education: Of the 4,500 audiovisuals in the current catalog of the National Audiovisual Center, many can be of help in career education programs. The films span a great variety of topics and might be used for such aspects of career education as: career exploration; career awareness; career preparation; acquisition of job getting skills; etc.

Financial Assistance: None available.

Publications: Following are a few of the film titles available through the Center or sponsoring government agencies, for loan, rental or purchase. Many others may be obtained on this basis. The catalog may be ordered from the address below.

Career Education, 1973.
Careers in Oceanography, 1965.
Code Blue, 1970. (Shows why minority doctors are needed)
A Good Place to Start, 1970. (Shows that the Federal Government offers excellent career opportunities for high school and college graduates)

Indian to Indian, 1970. (Shows Indians who are part of the working force explaining their lives and work. Part of the Career Job Opportunity Series of the Department of Labor.)

Its You Against the Problem, 1967. (Emphasizes the challenge of research and the education and life of a scientist.)

Today and Tomorrow, 1969. (Shows VA youth volunteers in both career exploration and indirect patient service assignments.)

Where I Want to Be-The Story of a Woman Dentist, 1973.

Where To Get Help:
National Audiovisual Center
National Archives and Records Service
General Service Administration
Washington, DC 20409

Program Title: President's Committee on Employment of the Handicapped

Description: The Committee cooperates with Governor's committees in the 50 States and with local community committees to conduct a national publicity campaign to improve employment opportunities for the handicapped. Advisory services, counseling, and the dissemination of technical information are carried out.

Relationship to Career Education: State and local committees could provide speakers or other assistance and information for career education programs as these programs are serving the handicapped. Literature made available might also be used in career counseling and guidance for handicapped students. Members of local committees might also be used in inservice training sessions, and these committees might help locate resource persons and/or career exploration opportunities for handicapped students. Assistance in career placement of the handicapped is also possible.

Financial Assistance: Project grants/contracts are not made. All assistance is in the form of advisory services, counseling, or dissemination.

Publications: Preparing for Work. A Guide for Special Class Teachers, School Guidance Counselors, Work-Study

Specialists, Families of Mentally Retarded Young People, and Mentally Retarded Young People Themselves.

Careers for the Homebound. Home Study Opportunities, President's Committee on Employment of the Handicapped and B'nai B'rith Career and Counseling Services, Washington, DC 1974.

Student Projects Designed to Aid Handicapped People.

Guide for Job Placement of the Mentally Retarded.

Where To Get Help:
President's Committee on Employment of the Handicapped
Washington, DC 20210

Program Title: Management Assistance to Small Businesses

Description: The SBA is a permanent, independent government agency created in 1953 to encourage, assist and protect the interests of small businesses. It operates a number of programs for this purpose, including several types of loans and technical assistance. Of particular interest to career education are:

(1) the Minority Enterprise Program, which assists minority persons to establish and successfully operate their own businesses;

(2) Management Assistance, which includes courses, conferences, counseling, and other means to help the potential or existing small businessperson; and

(3) the Advisory Council Program which exists in each of the 65 district office locations to help inform the community about the needs of small businesses and to help small businesses grow.

Relationship to Career Education: Persons involved in the Minority Enterprise Program would be able to speak to students and perhaps provide career exploration opportunities. SBA courses and other types of management assistance might be of use to school programs or potential small business operators about to graduate school. Advisory Councils might be enlisted to help support local career education programs. SBA also puts out a number of publications which could be used in career education programs (see below).

Financial Assistance: Makes a variety of loans to assist in the establishment and development of small businesses.

Publications: For-Sale Booklets (persons may write for a free bibliography):

Examples: "Human Relations in Small Business:
The Starting and Managing Series (e.g.
Starting and Managing a Service Station";
Starting and Managing a Pet Shop";
"Starting and Managing a Small Restaurant";
etc.)

Free Booklets (persons may write for a free bibliography)

Examples: "Steps in Incorporating a Business"
"Matching the Applicant to the Job"
"Personal Qualities Needed to Manage A Store"

Where To Get Help: Small Business Administration
Washington, DC 20416

Program Title: Service Core of Retired Executives/Active Corps of Executives (SCORE/ACE)

Description: The purpose of the SCORE/ACE program is to provide free business and management counseling to small businesses already in operation or just starting, nonprofit organizations, and community groups. SCORE/ACE volunteers work through chapters at the local level. SCORE volunteers are retired businessmen and women, successful in their own businesses and willing to give their time and experience to help other businesses grow. ACE volunteers are active businessmen and women who utilize their expertise to help their communities prosper.

Relationship to Career Education: SCORE/ACE volunteers might be used to talk with students and otherwise assist in career awareness, exploration, and preparation activities. These persons might also be used in career counseling and guidance.

Financial Assistance: SCORE: Any group of retired business executives may begin a local chapter and apply for grant funds for out-of-pocket expenses.

ACE: Any group of business executives may form a local chapter and apply for grant funds for out-of-pocket expenses.

Publications: "Fact Sheet on the SCORE Program"

"SCORE Counselors' Guide Book"

Where To Get Help: SCORE/ACE
Small Business Administration
1441 D Street, N.W.
Washington, DC 20416

NATIONAL DIRECTORY OF STATE CAREER EDUCATION CONTACT PERSONS

This list is as up-to-date as possible; though people change, addresses generally do not.

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Denver, CO 80203
(303) 892-3111

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Dover, DE 19901
(302) 678-4645

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Presidential Bldg, rm. 1001
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(904) 488-3860

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State Office Bldg, room 225
Atlanta, GA 30334
(404) 656-2556

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Capitol Plaza Tower
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Career Education Coordinator
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Santa Fe, NM 87503
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99 Washington Ave
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(701) 224-2393

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Columbus, OH 43215
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Career Education Coordinator
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State Department of Education
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(405) 521-2426

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State Director, Career Education
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942 S Lancaster Dr NE
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Trust Territory of the Pacific Islands
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(503) 248-9870

IV. KENTUCKY CAREER EDUCATION MATERIALS RESOURCES

FREE MATERIALS: KENTUCKY DEPARTMENT OF EDUCATION

MISCELLANEOUS KENTUCKY MATERIALS

THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT--A SUMMARY

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FREE MATERIALS

DEPARTMENT OF EDUCATION BUREAUS, DIVISIONS AND UNITS

Many career education-related items have been produced throughout the Kentucky Department of Education and are available free of charge to teachers. A partial list is included in this section.

Requests for materials should be directed to the Materials Center Office of Communication Services; Kentucky State Department of Education; Capital Plaza Tower; Frankfort, KY 40601. Phone (502) 564-5514 or write, using a copy of the Information Service Request Form (p. IV-6)

UNIT FOR CAREER EDUCATION

Materials:

Learning Concepts in Career Education (Most schools have a copy.)

Handbook for Development of Local Career Education Programs in Kentucky: GE Workshop.

Guidelines for Career Education--pertinent information on career education for Kentucky schools

An Experimental Study to Determine the Impact of Career Maturity and Attitudes Toward School of Junior High School Students in Bullitt County (junior-senior high school)--career exploration (for teachers, counselors, and curriulum planners).

A Field Trial and Analysis of Selected Occupational Guidance Activities with Counselor Inservice Education (secondary and postsecondary)--(for counselors, counselor educators, and vocational guidance personnel.

The Effects of a Program of Career Education in Kentucky's Education Region XII: Phase II.

Human Relations for Career Preparation (secondary and postsecondary)

Extending and Expanding Vocational Experiences: Proceedings of a Mini-Conference (secondary, postsecondary)--experienced-based career education, vocational guidance, and educable and disadvantaged youth (for high school and postsecondary instructors)

The Career Education Program for Region XII, Hazard, Kentucky (elementary, secondary and postsecondary)--(for teachers, counselors, administrators, and curriculum planners) career education K-14 (ED 115 977)

Career Education Manual: Bowling Green, Kentucky (elementary and secondary)--career education (teachers, counselors, and administrators

Vocational education program brochures

Career exploration guides:

- Orientation to the World of Work
- Exploring Careers in Communication and Media
- ------the World of Health
- ------Business and Office
- ------Agribusiness
- ------Consumer Homemaking and Related Occupations
- ------Marketing and Distribution
- ------Construction
- ------Natural Resources and Environmental Occupations
- ------Transportation
- ------the Fine Arts and Humanities (ED 098 416)

Career education guides:
  Comprehensive Career Education (ED 098 408)
  Implementing Career Education: Proceedings and Techniques (ED 098 409)
  Career Awareness: Suggestions for Teachers (ED 098 410)
  Career Exploration: Suggestions for Teachers (ED 098 411)
  Career Preparation: Suggestions for Teachers (ED 098 412)
Straight Answers on Career Education (Mimeographed leaflet) Kenneth B. Hoyt
Career Education Learner Outcomes for Exceptional Children (includes bibliography)
Activities and Games for Career Education (with permission from Anne Arundel County Public Schools, Maryland)
Internship. Project EPIC, Internship Component, Jefferson County Public Schools, Louisville, KY, Career Educ. Department
Curriculum material in subject areas (Jefferson County Board of Education)
 Subject matter handbook-K-12.

BUREAU OF EDUCATION FOR EXCEPTIONAL CHILDREN

Materials on career education for exceptional children will be published shortly.

COMMUNICATION SERVICES

Classroom Innovations
lists of abstracts from ERIC: searches on career education

Learning Concept Cards
packets of cards (K-12) listing questions for teachers to ask students in the area of career education

DIVISION OF GUIDANCE SERVICES

Materials:

Career Education Implementation Samples (kits: K-4, 4-6, and 6-9)

Career Education (Developmental Career Guidance) Implementation Samples (kit: K-12)

Manuals of samples of implementation plan with objectives, suggested activities, and optional potential resources

DIVISION OF VOCATIONAL PROGRAM MANAGEMENT

Regular Programs in Kentucky Vocational Schools (chart)

DIVISION OF INTERAGENCY RELATIONS

(brochure) The Kentucky Industrial Training Program

DIVISION OF ADULT EDUCATION

(brochure) Adult Education in Kentucky

CURRICULUM DEVELOPMENT CENTER

The CDC serves as a resource center for teachers providing vocational education for disadvantaged and/or handicapped learners; it includes teachers who have handicapped learners mainstreamed into regular classes. For these teachers only, free-loan educational materials are available from the center.

Contact the center for the Catalog of Free-Loan Materials and the catalog of Booklets for Reference and Instruction. This includes source list of addresses where many items can be obtained by teachers free of charge or at nominal cost)

RESEARCH COORDINATING UNIT

Materials:

Innovate: Abstracts of completed projects sent out to educators. Lists materials developed in the project and available from the State Department of Education.

Your Future (new in 1978)

A series of free leaflets, Program Opportunities in Vocational Education, has been prepared by this office. Descriptions are given various occupations for which instruction is available in Kentucky.

PRACTICAL ARTS EDUCATION

All requests for practical arts materials should be directed to the Practical Art Education Unit; Capital Plaza Tower; Frankfort, KY 40601; [(502) 564-4286].

Materials:
- Practical Arts Education: Program Guidelines for Local School Districts
- Orientation to the World of Work (curriculum guide for teachers)
- Exploring Careers in Marketing and Distribution
- Exploring Careers in Consumer Homemaking and Related Occupations
- Exploring Careers in the World of Health
- Exploring Careers in Agribusiness
- Exploring Careers in Communication and Media
- Exploring Careers in Fine Arts and Humanities
- Exploring Careers in Transportation
- Exploring Careers in Construction
- Exploring Careers in Business and Office
- Exploring Careers in Natural Resources and Environmental Occupations

Films (available on free loan to practical arts teachers)
- Junior High:
  - The World of Work (series):
    - Is a Career in Hotel/Motel for You?
    - Is a Career in the Professionals for You?
    - Is a Career in Management for You?
    - Is a Career in Health Services for You?
    - Is a Career in Clerical Work for You?

- Senior High:
  - Interviewing Skills
  - Good Grooming
  - Person-to-Person Relationships
  - Oral Communication

Cassette-filmstrip sets
- Career for Tomorrow:
  - Introduction to Careers
    - sets covering each of the 15 career clusters

Videotapes

(After September 1978 a set of five videotapes on each cluster of occupations will be available through the Practical Arts Unit. These will be developed in Hardin County to illustrate occupations that would otherwise be difficult to view.

EDUCATIONAL TELEVISION AUTHORITY

Kentucky Educational Television's in-school series contains many programs related to career education areas. These include personal development, career and occupational awareness, economic understanding, citizenship, family life, and human relations. Three of the series are Ripples, All About You (1-2) and Bread and Butterflies (4-6).

Materials:
KET Resources for Career and Consumer Education.
List of areas with appropriate series/programs
KET Teacher's Guidebook
Schedule of programming

Contact:
Educational Television Authority
600 Cooper Dr
Lexington, KY 40502

HIGHER EDUCATION COUNCIL
West Frankfort Office Complex
Frankfort, KY 40601
(502) 564-5483

Materials:
1978 Transfer Guide for Students Moving Between or into Kentucky Colleges and Universities. March 1978 Council on Higher Education, in cooperation with: Kentucky Higher Education Assistance Authority Council of Independent Kentucky Colleges and Universities.

Contains questions and answers about transferring grades and credits; institutional profiles; articulation agreements; and financial aid programs for Kentucky students; also lists majors and associate degree programs at each college in Kentucky.

KENTUCKY DEPARTMENT OF EDUCATION

Information Service Request Form

Materials Center
Office of Communication Services
Capital Plaza Tower
Frankfort, Kentucky 40601
Phone: (502) 564-5514 or
(502) 564-5565

NAME ______________________ POSITION ______________

SCHOOL/SYSTEM ______________________

ADDRESS ______________________
Street
____
City Zip Code

TELEPHONE WHERE YOU MAY BE REACHED ______________

Please state below, as fully as possible, your request for information. Include the following items in your statement: (1) Grade level(s); (2) Student ability level; (3) How information is to be used when received.

Please, remember that what you receive is dependent upon the specificity of your request.

What types of materials do you need? Please check (✓).

- ____Bibliographies
- ____Classroom Resource Materials
- ____Classroom-Usable Materials
- ____Curriculum Guides
- ____Programs
- ____Research

For Office Use ONLY

____
Search Number

____
Date In

____
Date Out

Referred To:

DO NOT WRITE IN THIS SPACE:

Area ______________

ADC ______________

KDE/CBP 75-001

KENTUCKY DEPARTMENT OF EDUCATION MATERIALS CENTER AND CURRICULUM LABORATORY

The Kentucky Department of Education Materials Center provides free loan of educational information and materials for the professional staff of the department and of other state agencies, educators throughout the state, students, and laymen. Emphasis is currently being placed on career education materials and new items are constantly being added. A new list of available materials will be available after November 1978; contact the center.

Audiovisual materials may be borrowed for 3 days with no charge other than return postage paid by the borrower. Publications and other printed materials may be kept for 30 days. Specific items may be requested, or a general request may be made, such as "3d grade math curriculum guides." Fill out and return a copy of the Information Service Request Form, call for information, or visit the center in Capital Plaza Tower, Frankfort, between 8 a.m. and 4:30 p.m. Monday through Friday: Kentucky Department of Education; Materials Center; Capital Plaza Tower, 19th fl; Frankfort, KY 40601 [(502) 564-5514].

CURRICULUM GUIDES

CE Elem	Ancillary Materials for Career Education in the Elementary School	University of Kentucky (AESP)
CE Sec	Ancillary Materials for Career Education in the Junior/Senior High School	Appalachian Education Satellite Project
Voc CE	Bachelor Living	Kentucky Department of Education and University of Kentucky
CE K-12	The Bowling Green Career Education Manual	Bowling Green City Schools, KY
CE Elem	Bread and Butterflies	Kentucky Educational Television
Voc CE	Building Mainte nance Syllabus	New York University
CE K-12	Career Activity Book	Pineallas County School Board (FL)
CE Elem	Career Awareness	Paintsville Independent Schools (KY)
CE K-12	Career Awareness, Suggestions for Teachers	Kentucky, University of, Curriculum Development Center
CE	Career Development in Nevada	Nevada State Department of Ed.
Voc CE Sec	Career Education	Kentucky Department of Education and Western Kentucky University
Voc CE Res K-12	Career Education	Lexington, KY Title III
CE	Career Education: A Differentiated Approach to Improvement of instruction	Delaware Department of Public Instruction

K-12	Career Education: A Handbook for Implementation	U. S. Office of Education, H.E.W.
Voc CE Sec	Career Education, A Thrust Forward	Henderson County Publis Schools, KY
CE K-12	Career Education Activities Through World of Work Resources	Illinois Board of Vocational Education
CE Sec	Career Education Booklet	Paintsville High School (KY)
Voc CE K-12	Career Education in Arizona	Arizona Department of Education
CE K-12	Career Education, Leadership in Learning	Arizona Department of Education
CE K-12	Career Education, The State of the Scene	U. S. Office of Education
CE Elem	Career Education Units	Region IV-B, Title III, Lexington. KY
CE K-12	Career Education Units, Elementary Through Junior High Schools	Title III, Region IV-B
CE Elem	Career Education Units, Intermediate Level	Region IV-B, Title III, ESEA Lexington, KY
CE JH	Career Education Units, Junior High Level	Region IV-B, Title III, ESEA, Lexington, KY
CE Elem	Career Education Units, Miscellaneous, Primary Level	Region IV-B, Title III, ESEA Lexington, KY
CE K-12	Career Education: What it is and How to do it	Olympus Pub. Co.
CE Sec	Career Exploration, 9-10	Cincinnati Public Schools
G 1-12	Career Education Concepts and Skills	KY Vocational Education Counsel
CE K-12	Career Exploration, Suggestions for Teachers	Kentucky, University of, Curriculum Development Center
DA	Career Guidance Practices for Disadvantaged Youth	National Vocational Guidance Assoc.
Guid C	Career Guidance Series: Social Studies - You and the Working World	NY City Board of Education (NY)
CE K-12	Career Investigation Middle Schools	Texas Education Agency
CE 1-12	Career Preparation, Suggestions for Teachers	Kentucky, University of, Curriculum Development Center
SS Sec	Careers in World Affairs	Center for War/Peace Studies (NY)
EE K-12	Career Project - A Cooperative Project in Career - Environmental Education	Minnesota Environmental Sciences Foundations, Inc.
Voc CE Sec	Clothing and Textiles	Kentucky Department of Education and Morehead State University
CE JH	Comprehensive Career Education	Kentucky, University of, Curriculum Development Center
Voc CE K-3	A Creative Guide for Career Education Grades K-3	Bernalillo Public Schools (NM)
Voc CE 4-6	A Creative Guide for Career Education Grades 4-6	Bernalillo Public Schools (NM)
Voc CE Sec	A Creative Guide for Career Education High School	Bernalillo, New Mexico Public Schools

Voc CE Sec A	A Creative Guide for Career Education Junior High	Bernalillo, New Mexico Public Schools
Voc Sec	Curriculum Guide for Vocational	Christian County Schools (KY)
CE Elem	The Development of Implementation of an Integrated Career Centered Curriculum for Elementary Grades	Newport Independent School District (KY)
CE K-12	Effects of a Program of Career Education in Kentucky's Education Region XII	Omvig, Clayton (University of KY)
Voc JH	Electricity and Electronics for Intermediate and Junior High Schools	NY City Board of Education
CE JH	Explore Your Potential, Career Development Project	University City School District (MO)
CE JH	Exploring Careers in Agribusiness	Kentucky, University of, Curriculum Development Center
CE 1-12	Exploring Careers in Business and Office	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Communication	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Construction	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Consumer Homemaking and Related Occupations	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Fine Arts and Humanities	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Marketing and Distribution	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Natural Resources and Environmental Occupations	Kentucky, University of, Curriculum Development Center
CE JH	Exploring Careers in Transportation	Kentucky, University of, Curriculum Development Center
CE 1-12	Exploring Careers in the World of Health	Kentucky, University of, Curricu-
Voc CE Sec	Family Living Curricum Guide for Consumer Homemaking Education	Kentucky Department of Education and University of Kentucky
Voc CE JH	Food and Nutrition	Kentucky Department of Education and Murray State University
CE	A French Approach to Career Education	U. S. Department of HEW, Institute of International Studies
CE JH	Group Counseling, Career Development Project	University City, MO School District
CE Elem	Growing Into A New Age of Discovery, Grades 1, 2, 3, 4, 5, 6	Newport Independent School District (Kentucky)
CE Sec Guid	Guidance for the Job-Bound	Philadelphia Public Schools
Voc C Guid K-12	Guide: Developmental Career Guidance	Kentucky Department of Education
Guid C	History as a Career - to Undergraduates Choosing a Profession	American Historical Association

Voc CE Sec	Housing	Kentucky Department of Education and University of Louisville
CE	Implementing Career Education, Procedures and Techniques	Kentucky, University of, Curriculum Development Center
CE JH	Junior High English, Career Development Project	U. City, MO. School District
SCI CE RES Sec	Keys to Career in Science and Technology	National Science Teachers Assoc.
Voc CE K-12	Manpower and Economics Education: A Personal and Social Approach to Career Education	Love Pub. Co.
CE JH	Mass Communication, Career Development Project	University City Missouri School District
CE K-12	Michigan Career Education	Michigan Department of Education
Guid Res Sec Oc	Occupational Information for Florida Schools	Florida Department of Education
CE JH	Orientation to the World of Work	Kentucky, University of, Curriculum Development Center
CE JH	People in Literature and Life	U. City, MO School District
Voc CE Sec	Personal and Family Development	Kentucky Department of Education and Eastern Kentucky University
CE Sec	Personal Culture, Career Development Project	U. Cith, MO School District
Voc Sec	Practical Nursing for High Schools	New York Board of Education
Voc Ed Sec Tr	Prevocational Exploratory Programs in Manpower Development and Training	U. S. Office of Education
Voc CE K-12	Review and Synthesis of Foundations for Career Education	Ohio State University
CE JH	Situational English, Career Development Project	U. City, MO School District
CE JH	Sociology of Occupations, Career Development Project	U. City, MO School District
Sp Ed K-12	Special Education: A Career for Tomorrow	Indiana Department of Education
CE K-12	State Plan for Career Education	Louisiana State Department of Education
CE JH	Student Activities for Science Careers	University City, MO School District
CE Sec	Survey of Occupations	University City, MO School District
Voc CE K-12	Synopses of Selected Career Education Programs, a National Overview of Career Education	North Carolina State University
CE JH	Vocation Units	University City, MO School District
Eng/La CE Sec	What is Career English	Brevard County Board of Education (Florida)

BOOKS

375.6	AFL-CIO Dept. of Ed.	Report of the National Planning Conference on Labor and the Schools Sept. 25-26, 1973
375.6	Bailey, Larry J.	Facilitating Career Development
Illinois Box	Boldrey, Tom	Exemplary Career and Vocational Education Activities in Joilet, IL
375.6	EPIE Institute	EPIE Career Education Set
373.2	Evans, Rupert N.	Foundations of Vocational Education
Alabama Box	Hill, James D.	Alabama Career Opportunities Program Consortium
KY Box 200	Kentucky Department of Education and University of KY Dept. Vo-Ed	The Relationship of Occupational Aspirations and Expectations to Selected Personal, Family, Community and School Related Factors
Maryland Box	Maryland Board of Education	Career Education in Maryland
375.6	McClure, Larry	Essays on Career Education
370	National Assoc. of State Boards of Education	Six Crucial Issues in Education
OE Box	National Center for Educational Statistics	Directory of Postsecondary Schools With Occupational Programs 1971
OE Box	National Center for Educational Statistics	Directory of Secondary Schools With Occupational Curriculums Public-nonpublic 1971
375.6	National Institute of Education	The Career Intern Program
371.1	Riessman, Frank	A New Careers Guide for Trainers of Education Auxiliaries
371.76	U.S. Dept. of HEW, Office of Ed.	Administration of Occupational Education
375.6	U.S. Department of H.E.W., Office Education	Career Education: Status and Needed Improvements
331.7	U.S. Department of Labor	Occupational Outlook Handbook
331.7	U.S. Navy Recruiting Command	Navy-Training-Civilian Careers
375.6	Wolfbein, Seymour L.	Occupational Information
375.6	Wurman, Richard Saul	Yellow Pages of Learning Resources

AUDIO-VISUAL MATERIALS

(Grade level of materials are indicated by P for Primary, I for Intermediate, J. for Junior High, H for High School, and A for Adult)

Cassette

C 370.718	Career Education for Exceptional Children	[Cassette] A

Filmstrips with either Records or Cassettes

Career Ed Filmstrips

FS/R 375.67	Babysitting: The job, the kids. (Color)	[Filmstrip with records] JH
FS/C 375.6	A career in Health Services. (Color-Pathescope)	[Filmstrip with cassette] JH
FS/C 375.66	Careers in Social Work. (Color-Pathescope)	[Filmstrip with cassette] JH
FS/C 375.64	Career Kaleidoscope. (Color)	[Filmstrips with cassette] P,I
FS/R 375.65	Finding the path: College Communications in Schools. (color)	]Filmstrip with record] H
FS/C 375.67	Finding your job. (Color)	[Filmstrips with cassettes] J,H
FS/R 375.62	Off we go to the bike factory. (Color)	[Filmstrip with record] P
FS/R 375.62	Off we go to the poster printer. (Color)	[Filmstrip with record] P
FS/R 375.62	Off we go to the house built in a hurry. (Color)	[Filmstrip with record] P
FS/R 375.62	Making the most of your field trip. (Color)	[Cilmstrip with record] P
FS/R 375.65	People who create art: Puppeteer, musician, designed. (Color)	[Filmstrip with record] I,J
FS/R 375.63	People who help others: Community organizer, day care worker, physical therapist. (Color)	[Filmstrip with record] P,J
FS/R 375.63	People who organize facts: bakery, forewoman, automotive researcher, T. V. sport editor.	[Filmstrip with records] I,H
FS/R 375.67	People who work in science. (Color)	[Filmstrip with records] J,H
FS/R 375.62	Wally, the worker watcher and the newspaper boy. (Color)	[Filmstrip with record] K,P
FS/R 375.65	West Point. (Color)	[Filmstrip with record] H
FS/R 375.63	What else do mothers do? What else do fathers do? (Color)	[Filmstrip with record] I
FS/R 375.66	You and your college entrance (Color)	[Filmstrip with record] H
FS/C 375.67	Your first week on the job. (Color)	[Filmstrip with cassette] H
FA/R 375.67	Your job interview. (Color)	[Filmstrip with record] J,H
AH 377.24	Character Education - Levels A-E	[Activity Sheets] P,I
FS/P 377.21	Character Education: Kindergarten Kit. (Color)	[Filmstrip with Pamphlets]
FS/R 377.25	Developing values. (Color)	[Filmstrip with Record] J,H
FS/C 377.24	Following directions. (Color)	[Filmstrip with Cassette] P,I
FS/C 377.24	Furthering values. (Color)	
FS/C 377.22	Furthering values - Behavior (Color)	[Filmstrip with Cassettes] K,I
FS/C 377.27	Making decisions. (Color)	[Filmstrip with Cassette] J,H
FS/C 377.24	Teaching children values elementary. (Color)	[Filmstrip with Cassette] P,I
FS/C 377.22	Teaching children values: Educational Activities. (Color)	[Filmstrip with Cassette] P

FS/C 377.25	Teaching good manners and good behavior. (Color)	[Filmstrip with Cassette] P,I,J
FS/C 377.24	Thinking Clearly. (Color)	[Filmstrip with Cassette] P,J
FS/C 377.24	Understanding values. (Color)	[Filmstrip with Cassette] J,H
FS/C 377.22	Values. (Color)	[Filmstrip with Cassettes] K,P
FS/C 377.27	Values for living. (Color)	[Filmstrip with Cassettes[J,H
FS/C 377.27	Values for teenages in the 1970s. (Color)	[Filmstrip with Cassette] J,H

FILMS

"Career Education" by Georgia State Department of Education, Media Production Services - 16 mm - Color - 30 Minutes - A.
"Attempts to define career education both generally and in terms of the individual. Illustrates practical application of career ed., ie. Children visit a post office and participate in mail sorting. Stress need for career ed on every level of education.

"Careers in Education" by Olympus Research Corp., - 16 mm - Color - 25 Minutes - A. "Attempt to convince educators of the necessity of career education in grades K-12. Show viewer use of techniques in the classroom with some emphasis on women and their careers. Emphasizes society's shortcomings in this area to justify assuming this responsibility."

"Getting It Altogether" by AT&T - 16 mm - Color - 25 Minutes - P,I,J,H,A,
"Presents shots of the career education programs throughout the U.S. and at Bowling Green Schools in Kentucky."

"Guiding Children Toward Self-Directed Behavior" by University of Wisconsin R&D Center - 16 mm - Color - 25 Minutes - P,I
"Instructs the elementary teacher in helping children develop a realization of responsibility for their own action."

"Learning for Life" by NEA - 16 mm - Color - 25 Minutes - A.
"Explains opportunities available to adults who want to continue their education through courses offered by the public school systems. A series of interviews with students and an overview of the various offerings illustrates the course of these opportunities."

"Setting Individual Goals" by University of Wisconsin R&D Center - 16 mm - Color - 25 Minutes - I,J,H.
"Emphasizes the importance of setting goals in order to achieve success in life and in the world of work.

MISCELLANEOUS KENTUCKY MATERIALS

THE KENTUCKY ARTS COMMISSION
302 Wilkinson Street
Frankfort, KY 40601
(502) 564-3757

Al Smith, Chairman
Nash Cox, Executive Director

Materials (free unless otherwise indicated)

All publications are free unless otherwise marked.

Kentucky Arts Commission Quarterly
Visual Arts Newsletter
Kentucky Arts Commission Program Brochure
Artists-in-the-Schools Guidelines
Dancing-in-the-Schools
Describes the use of dance in the schools as developed through the dance component of the Artists-in-the-Schools Program.
A Study of the Poetry and Visual Arts Components of the Artists-in-Schools Program
Two publications are available: a page Study Highlights and a 20-page Study Summary covering the background and findings of the study, plus information on additional materials. Also, a 10-minute color film describing the study and its findings may be borrowed for presentation of the study.
A Filmmaking Course
A guide to filmmaking used successfully by the Special Arts Project in Jefferson County; other publications dealing with Artists-in-the Schools and published by the National Endowment for the Arts can be obtained through the Arts Commission.
Directory of Art Exhibition Spaces in Kentucky
Directory of Museums in Kentucky
Asking for It!
Describes fund raising for the arts.
Organizing a Non-Profit Arts Group in Kentucky
Up Your Accountability and Financial Management for the Arts
Practical advice about budgeting for arts groups.
Cloud-Bumping
An anthology of poetry written by students participating in the Poetry-in-the-Schools Program, 1976. This hand-printed and handbound volume is available for $10.00.

Posters and catalogs occasionally are available from traveling art exhibits sponsored by the Kentucky Arts Commission. Call the office for information on availability and costs.

Films:
A number of films describing various aspects of the Artists-in-the-Schools Program may be borrowed from the office. These include Artists in Schools (16mm; color; 12 min); Michael (16mm; color; 14 min documentary of a sculptor's residency in a Maine vocational school); and the Study of the Poetry and Visual Arts Components described

earlier. In addition, the Kentucky Arts Commission has a number of art films and films on arts and crafts, which program directors can take for viewing by school and community groups.

KENTUCKY BUREAU OF CORRECTIONS
State Office Building
Frankfort, KY 40601

The Kentucky Bureau of Corrections operates a Career Development Program for inmates defined as ". . .an INTEGRATED series of experiences which prepare an individual to live effectively with those around him and to earn a living." Programs include vocational education, academic K-12, and college programs, living-skills and on-the-job training, and correctional industries.

Materials:

Career Development (brochure)
Describes programs dealing with career development of inmates of the correctional system.

KENTUCKY FISH AND WILDLIFE RESOURCES
592 E Main St
Frankfort, KY 40601
(502) 564-4336 or 564-3400

Materials:

Outdoor Ambassadors
Film (28 1/2 min; color) on conservation officers. Due to very limited number of prints, this film is available only for showing to large group audiences.

KENTUCKY NATURAL RESOURCES AND ENVIRONMENTAL PROTECTION: DIVISION OF FORESTRY
618 Teton Trail
Frankfort, KY 40601
(502) 564-4496

Materials: (no charge)

Smokey the Bear Literature (teacher's kit--grades 1-4)

So You Want to Be A Forester? (secondary)
(Order one copy only.)

Career Profiles in Forestry, Conservation, Ecology, Environmental Management--U.S. Department of Agriculture
(Order one copy only.)

KENTUCKY DIVISION OF FORESTRY: District Forestry Offices

NORTHEASTERN DISTRICT
Kentucky Division of Forestry
P.O. Box 357
Morehead, KY 40351
Bath, Fleming, Montgomery,
Boyd, Greenup, Morgan,
Carter, Lewis, Nicholas,
Clark, Mason, Robertson
Elliott, Menifee, Rowan

EASTERN DISTRICT
Kentucky Division of Forestry
Prestonsburg, KY 41653
(606) 886-8652
Floyd, Lawrence, Martin,
Johnson, Magoffin, Pike

KENTUCKY RIVER
Kentucky Division of Forestry
P.O. Box 702
Hazard, KY 41701
(606) 436-4443
Breathitt, Lee, Perry,
Estill, Letcher, Powell,
Knott, Owsley, Wolfe

SOUTHEASTERN DISTRICT
Kentucky Division of Forestry
P.O. Box 31
Pineville, KY 40977
(606) 337-3011
Bell, Knox, McCreary, Clay
Laurel, Rockcastle, Harlan,
Leslie, Whitley, Jackson

BLUEGRASS DISTRICT
Kentucky Division of Forestry
P.O. Box 30
Stamping Ground, KY 40379
Anderson, Franklin, Madison
Boone, Gallatin, Oldham,
Bourbon, Garrard, Owen
Bracken, Grant, Pendleton,
Campbell, Harrison, Scott,
Carroll, Henry, Shelby,
Fayette, Jessamine, Trimble,
Kenton, Woodford

SOUTH CENTRAL DISTRICT
Kentucky Division of Forestry
P.O. Box "F"
Campbellsville, KY 42718
(502) 465-5071
Adair, Green, Monroe,
Boyle, Lincoln, Pulaski,
Casey, Marion, Russell,
Clinton, Mercer, Taylor,
Cumberland, Metcalf,
Washington, Wayne

CENTRAL DISTRICT
Kentucky Division of Forestry
P.O. Box 663
Elizabethtown, KY 42701
Allen, Hancock, Nelson,
Barren, Hardin, Simpson,
Bullitt, Hart, Spencer,
Edmonson, Larue, Warren,
Grayson, Meade,
Breckenridge, Jefferson

GREEN RIVER DISTRICT
Kentucky Division of Forestry
P.O. Box 465
Madisonville, KY 42431
(502) 821-7434
Butler, Hopkins, Ohio
Christian, Logan, Todd,
Daviess, McLean, Union,
Henderson, Muhlenberg,
Webster

WESTERN DISTRICT
Kentucky Division of Forestry
304 W Walnut
Mayfield, KY 42066
(502) 247-3913
Ballard, Crittenden, Lyon
Caldwell, Fulton, Marshall,
Calloway, Graves, McCracken,
Carlisle, Hickman, Trigg,
Livingston

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KENTUCKY DEPARTMENT OF COMMERCE
Capital Plaza Office Tower
Frankfort, KY 40601
(502) 564-4270

Contact:
Kentucky Department of Commerce
Map Sales Division
133 Holmes St
Frankfort, KY 40601
(502) 564-4715

Materials:

Kentucky Directory of Manufacturers (1978)
Four Sections:
- (1) alphabetic listing
- (2) geographic guide
- (3) product guide
- (4) product index

Geographic section lists company name, address, date established, telephone number, home office address, parent company, total number of employees, and manufactured products. ($15.00)

Catalog--lists Community Brochures
Containing information about population, labor, existing industries, and other basic data.
Community Brochures ($1.00 each)

KENTUCKY BUREAU OF HIGHWAYS
Division of Research
533 S Limestone
Lexington, KY 40508

Contact:
Robert C. Deen
Assistant Director of Research
(606) 254-4475

Materials:

Slide presentation showing various aspects of highway research

KENTUCKY STATE LIBRARY
Berry Hill
Frankfort, KY 40601
(502) 564-7910

Contact local public libraries for information on services provided by the state or local library. Most--but not all--public libraries are connected with the state system.

State services include interlibrary loan of films, books. etc.

STATE DEPARTMENT OF AGRICULTURE
Capital Plaza Tower, Room 729
Division of Statistics
Frankfort, KY 40601
(502) 564-4696

Materials:

Agriculture Statistics Book (free; published annually)
Contains information on agriculture in Kentucky: farms sizes, location and types of crops, average yields, etc.

Pamphlets:
- Tobacco production
- Hay production
- Others

KENTUCKY DEPARTMENT FOR HUMAN RESOURCES

275 E Main St
Frankfort, KY 40601
(502) 564-7130

Bureau for Manpower Services
(502) 564-5331

CETA Programs
(502) 564-6646

Bureau for Health Services
(502) 564-3970

Secretary: Peter D. Conn

Bureau for Social Insurance
(502) 564-3703

Bureau for Social Services
(502) 564-4650

Materials:

The Department for Human Resources Bureau for Manpower Services publishes a number of items. They are available from the Department of Human Resources or your local Manpower Services Office.

Kentucky Labor Market Information (newsletter)
Information about unemployment ratio, labor turnover, hours, and earnings in the Commonwealth.
Kentucky Occupational Outlook 1974-1985
Labor Area Summary--Lexington
Labor Area Summary--Louisville
Labor Area Summary--Owensboro
Lexington SMSA Occupational Outlook 1974-1985
Louisville SMSA Occupational Outlook 1974-1985
Occupation-Industry Profiles of the Federal Government Employment in Kentucky (1974)
Occupation-Industry Profiles of the Manufacturing Employment in Kentucky (1974)
Occupation-Industry Profiles of the Selected Non-Manufacturing Employment in Kentucky (1975)
Occupation-Industry Profiles: State and Local Government Employment (1975)

Contact:
Bureau for Manpower Services
Research and Statistics Branch
DHR Building, 2d fl (West--OES Section)
275 E Main St
Frankfort, KY 40601
(502) 564-7976

DEPARTMENT FOR HUMAN RESOURCES

Field Offices

REGION A (Western)
H. F. Hurt, Jr.
Regional Manager
803 Chestnut St.
Bowling Green, KY 42101
(502) 781-6170

803 Chestnut St
P.O. Box 6500
Bowling Green, KY 42101
(502) 781-6170

229 N Miles St
Elizabethtown KY 42701
(502) 769-3316

445 N Green St
P.O. Box 317
Glasgow, KY 42141
(502) 651-2121

212 N Water St
P.O. Box 1269
Henderson, KY 42420
(502) 826-2746

110 River Front Dr
Hopkinsville, KY 42240
(502) 886-4484

56 Federal St
P.O. Box 495
Madisonville, KY 42431
(502) 821-7611

319 S Seventh St
P.O. Box 796
Mayfield, KY 42066
(502) 247-3857

311 W 2nd St
Owensboro, KY 42301
(502) 683-2495

416 S Sixth St
Paducah, KY 42001
(502) 444-6392

REGION B (North Central)
O. L. Burkeen
Regional Manager
600 W Cedar St
Louisville, KY 40203
(502) 588-4165

600 Cedar St
Louisville, KY 40203
(502) 588-4215

REGION C (South Eastern)
Claude O. Jarvis
Regional Manager
310 E. Center St NE
P.O. Box 479
Corbin, KY 40701
(606) 528-3302

310 E Center St, NE
Corbin, KY 40701
(606) 528-3302

119 S. Cumberland Ave
Harlan, KY 40831
(606) 573-9403

High Street
P.O. Box 679
Hazard, KY 41701
(606) 439-2346

109 S 22nd St
P.O. Box 96
Middlesboro, KY 40965
(606) 248-2792

216 College St
Pikeville, KY 41501
(606) 437-6221

North Lake Drive
Prestonsburg, KY 41653
(606) 886-2396

410 E Mt. Vernon St
Somerset, KY 42501
(606) 679-4311

REGION D (North Eastern)
Kyle Makle
Regional Manager
627 W 4th St
Lexington, KY 40508

1840 Carter Avenue
Ashland, KY 41101
(606) 324-7151

320 Garrard St
Covington, KY 41011
(606) 291-5240

121 N Broadway
Danville, KY 40422
(606) 236-6411

High and Mero St
Frankfort, KY 40601
(502) 564-7046

300 S Upper St
Lexington, KY 40508
(606) 253-2330

Kehoe Viaduct
Maysville, KY 41056
(606) 564-3347

126 Bradley Ave
Morehead, KY 40351
(606) 784-7538

15 W Lexington Ave
Winchester, KY 40381
(606) 744-2832

THE COMPREHENSIVE EMPLOYMENT AND TRAINING ACT--
A SUMMARY

From: The 1977 Annual Report of the Council for Manpower Services, Employment and Training in Kentucky. Feb. 1978.

The Comprehensive Employment and Training Act of 1973 (CETA) was enacted in direct response to the need for manpower reform legislation. A proliferation of manpower programs had been enacted during the previous decade. These were funded and administered at the federal level.

CETA rescinded or supplanted a variety of these programs, which were categorical in nature and funded individually.

With the enactment of CETA, much of the decision-making authority for the planning and administration of employment and training programs was transferred from the federal level to designated prime sponsors at the local level.

Generally speaking, a state, or a local government serving 100,000 or more people, is eligible to become a prime sponsor under CETA. Local governments which have common political boundaries may unite to form a consortium as long as one of the governmental units meets the population requirement. CETA also provided that a limited number of rural concentrated employment program grantees which existed under the Economic Opportunity Act could become prime sponsors.

Previous categorical programs, which were administered separately, often were overlapping and duplicative in design and operation. Moreover, program guidelines developed at the federal level were not always compatible with local needs and conditions.

Under CETA, prime sponsors receive funds in block grant form.

Decentralization of planning and administrative authority and decategorization of programs allows prime sponsors to have flexibility in planning and administering programs designed to meet local needs as they are perceived locally, within the limits of funding approved by Congress and the constraints imposed by Federal Regulations.

The purpose of CETA is to aid people in the transition from unemployment and economic dependency to unsubsidized employment through the use of federal funds for skills training.

The Act is divided into eight titles, three of which allocate funds on a formula basis. Titles I, II, and VI of CETA provide for "automatic" allocations of funds to prime sponsors, once prime sponsors qualify as such. These titles provide for essentially non-discretionary allocations of funds and have significant fiscal impact upon prime sponsor areas in Kentucky.

Title I allocations are determined by a formula which allocates 50 percent of available funds based upon the previous year's manpower allocations, 37 1/2 percent on the basis of relative unemployment, and 12 1/2 percent on the basis of the relative number of adults in families with annual incomes below the poverty level.

Title II allocations are determined by a formula which allocates 80 percent of available funds in accordance with the number of unemployed people residing in areas of substantial unemployment (6.5 percent or higher for three consecutive months) within the prime sponsor's area compared to the number of unemployed residing in all such areas. The remainder may be distributed by the Secretary of the U.S. Department of Labor at his discretion, taking into account the severity of unemployment.

Title VI allocations are determined by a formula which allocates 50 percent of available funds on the basis of relative unemployment, 25 percent on the basis of unemployed in excess of 6.5 percent for three consecutive months, and 25 percent on the basis of relative unemployment in excess of 4.5 percent.

TITLE I

Title I funds support comprehensive manpower services, such as recruitment, testing, and placement services; classroom and on-the-job training; work experience programs; transitional public service employment, and supportive services.

To be eligible for participation in a Title I program, a person must be:

(a) Unemployed--a person who is without a job and who dis not work during the calendar week preceding the application for participation,

(b) Underemployed--a person who is working part-time and seeking full-time work or a person who is working full-time but whose salary is below the poverty level, or

(c) Economically Disadvantaged--a person who is a member of a family which receives cash welfare payments or whose annual income in relation to family size does not exceed the poverty level.

SPECIAL GRANT

In addition to regular Title I funds, each state receives an amount equal to 10 percent of the total Title I allocations to the state's prime sponsors. These funds are in the form of a Special Grant to the Governor and are used to fund programs on a statewide basis.

TITLE II

Prime sponsors who qualify for funds under CETA Title I may receive funds for transitional public service employment programs in areas which have had an unemployment rate of 6.5 percent or higher for three consecutive months. While Title II is primarily a public service employment program, related training and manpower services such as those provided under Title I also may be provided under Title II.

To be eligible for participation in Title II programs, a person must be unemployed and a resident of an area of substantial unemployment.

For Title II purposes the definition of an unemployed person is one who is available for work and has been without a job during the 30 days preceding the application or has worked no more than 10 hours or earned no more than $30 in any calendar week during the 30 day period. The definition of an underemployed person is the same as in Title I.

Title II is designed to combat structural unemployment, which results from a lack of skill or education, economic situations, and/or geographic isolation, thereby hindering some workers in their efforts to compete successfully in the labor market.

TITLE III

Title III is entitled Special Federal Responsibilities. The purpose of this title is to enable the Secretary of the U.S. Department of Labor to use funds available to him to provide federally sponsored and supervised training and job placement programs for special target groups such as youth, offenders, older workers, persons of limited English-speaking ability, Indians, migrant and seasonal farmworkers, and others with particular labor market disadvantages.

To be eligible for participation in a Title III program, a person must be unemployed, underemployed, or economically disadvantaged and be a member of the target group for which the particular program is designed.

Title III funds also support such programs as research and development, labor market information, and job banks.

The Youth Employment and Demonstration Projects Act (YEDPA) of 1977 amended Title III by adding the Youth Employment Demonstration Programs, to be implemented in January 1978.

YOUTH INCENTIVE ENTITLEMENT PILOT PROJECTS

Subpart I established Youth Incentive Entitlement Pilot Projects (YIEPP) for economically disadvantaged youth between the ages of 16 and 19. YIEPP provides for part-time employment, or a combination of part-time employment and training, during the school year for eligible youth who resume or maintain attendance in secondary school for the purpose of acquiring a high school diploma or in a program which leads to a certificate of high school equivalency. This program also provides for full-time employment or part-time employment and training for these youth during the summer months.

YOUTH COMMUNITY CONSERVATION AND IMPROVEMENT PROJECTS

Subpart 2 established Youth Community Conservation and Improvement Projects (YCCIP) for unemployed youth between the ages of 16 and 19. These programs provide for community conservation and improvement projects to offer employment, work experience, skill training, and opportunities for community service to eligible youths for a period of not more than 12 months. YCCIP is designed to supplement, not to replace, opportunities available under Title I of CETA.

YOUTH EMPLOYMENT AND TRAINING PROGRAMS

Subpart 3 established Youth Employment and Training Programs (YETP) for youth between the ages of 16 and 21. These programs are designed to make a significant long-term impact on the structural unemployment problems of youth; to enhance the job prospects and career opportunities of young persons, including employment, community service opportunities, and such training and supportive services as are necessary to enable participants to secure suitable and appropriate unsubsidized employment in the public and private sectors. YETP also is designed to supplement, not to replace, programs and activities available under Title I of CETA.

In addition to allocations to prime sponsors, YETP funds also will be made available to Governors for special statewide youth services.

TITLE IV

Title IV established a Job Corps for low-income disadvantaged young men and women. The purpose of this title is to assist young persons who need and can benefit from an unusually intensive program, operated in a group setting, to become more responsive, employable, and productive citizens. The U.S. Department of Labor contracts with the Kentucky Department for Human Resources to do recruitment and screening of potential trainees as well as placement and follow-up of corps members. (Between 1964 and the enactment of CETA, the Job Corps was funded under the Economic Opportunity Act.)

TITLE V

Title V established the National Commission for Manpower Policy, which essentially is responsible for the examination and effectiveness of all federally assisted manpower development programs.

TITLE VI

Title VI of the Comprehensive Employment and Training Act of 1973, as amended, was established with the passage of the Emergency Jobs and Unemployment Assistance Act of 1974. The purpose is to provide for the establishment and operation of a public service employment and training program (similar to Title II) to combat cyclical unemployment.

The Emergency Jobs Programs Extension Act of 1976 amended Title VI by divid ing it into two separate and distinct programs, each with its own purpose and guidelines.

Under the amendment, the regular Title VI public service employment programs is required to continue with an authorized number of participants, referred to as the "level of sustainment."

A new Title VI program was created and designated as Title VI Projects. This component receives all remaining funds not needed to maintain the "level of sustainment."

The CETA Title VI Projects program is intended to provide temporary employment for the low-income unemployed and recipients of Aid to Families with Dependent Children (AFDC), with an emphasis on veterans, through the funding of various labor-intensive special public service projects.

The projects must be definable tasks, or groups of related tasks, with specific objectives that result in the provision of a public service. Projects should be labor-intensive in that large numbers of persons are employed with minimum expenditures for administration, equipment, and supplies from Title VI funds.

Projects are limited in duration to one year, must have a public service objective, and must result in a specific product or accomplishment. There is no built-in expectation of continued subsidized employment in the Title VI Projects program.

To be eligible for participation in regular Title VI programs, half the participants must meet the eligibility criteria for CETA Title II. At least 50 percent of the participants in regular Title VI programs and all participants in Title VI. Projects must be:

--economically disadvantaged, or

--a member of a family whose income is at or below 70 percent of the lower living standard income level,

AND

--a resident of the prime sponsor area where the work is to be performed,

AND

--unemployed at the time of application, and have been unemployed during 15 of the 20 weeks preceding the application, or

--employed on a part-time or temporary basis at the time of application and unemployed during 15 of 20 weeks immediately preceding the application, or

--unemployed at the time of application and have exhausted unemployment compensation benefits, or

--a member of a family receiving Aid to Families with Dependent Children (AFDC), or

--a recently separated veteran who has had no permanent full-time unsubsidized employment between the time of release and the time of application.

TITLE VII

Title VII provides definitions, legal authority, special conditions, special limitations, reporting requirements, labor standards, and other general administrative provisions. (Originally this was Title VI, but with the passage of the Emergency Jobs and Unemployment Assistance Act of 1974, a new Title VI was created, as noted earlier, and the section dealing with general provisions became Title VII.)

TITLE VIII

The Youth Employment and Demonstration Projects Act (YEDPA) of 1977, which amended Title III of CETA, also created a new Title under CETA--Title VIII--to be implemented during the 1978 fiscal year.

Title VIII provides for the establishment of a Young Adult Conservation Corps (YACC) to provide employment and other benefits to youths who would not otherwise be currently productively employed.

To be eligible for participation in the YACC program, a person must be between the ages of 16 and 23 and unemployed.

YACC participants will engage in useful conservation work and assist in completing other projects of a public nature on Federal and non-Federal public property.

This program is administered through an agreemtn with the U.S. Departments of Interior and Agriculture.

The Bureau for Manpower Services, within the Department for Human Resources, is the sponsoring agency for the YACC program in Kentucky.

Prime CETA Sponsors in Kentucky:

Director
Bluegrass Employment and
Training Program
190 N Upper St
Lexington, KY 40507

Director
Eastern Kentucky Concentrated
Employment Program
625 Memorial Dr
P.O. Box 1035
Hazard, KY 41701

Steven Zimmer
Louisville-Jefferson County
Consortium
MSD Bldg, 3d fl
400 S Sixth St
Louisville, KY 40202

Director
CETA Program Operations
Balance of State
275 E Main St, 2d fl (West)
Frankfort, KY 40601

Executive Secretary
Council for Manpower Services
(Special Governor's Grant)
275 E Main St, 2d fl (West)
Frankfort, KY 40601

V. BIBLIOGRAPHY OF CAREER EDUCATION MATERIAL

PROFESSIONAL REFERENCES

U. S. GOVERNMENT PUBLICATIONS ON CAREER EDUCATION

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PROFESSIONAL REFERENCES

Innumerable and diverse publications have been written about career education. The list that follows is in no way complete; it is only a sampling. For a more complete listing, contact listed publishers (Appendix) for current catalogs and prices.

Check all areas for appropriate items. For instance, a guide for grades 6-12 might be listed in the middle school section or in the Multigrade section.

In some cases publications are listed with a brief description; however, the description, or lack of it, is not meant to reflect on the quality of the book. This guide does not attempt to recommend publications and materials.

Publications found in this section of the guide generally are not free despite the absence of price in some cases; any prices shown are subject to change. Items from federal or state government sources, universities, and school systems are usually low-cost. (The National Office of Career Education has a limited free supply of some government items marked *.) Commercial items are generally more expensive; and programs including cassettes, films, filmstrips, and videotapes may be quite expensive. Most companies will allow for a previewing before purchase of these more costly items.

When prices are not given, contact publishers for latest price list. (A few addresses are listed with the citation if no other item is given for that publisher.) Addresses can be found in the Appendix.

Many items may include an ED number rather than publisher; they can be viewed on microfiche at many university and college libraries and are available for purchase from ERIC Document Reproduction Service; P.O. Box 190; Arlington, VA 22210.

When ordering documents from the ERIC System

(1) list the 6-digit ED numbers;

(2) indicate MF (microfiche) or HC (hard copy); and

(3) make check payable to EDRS, or Computer Microfilm International Corporation.

BIBLIOGRAPHIES, CATALOGS, AND DIRECTORIES

An Annotated Bibliography of Career Discovery and Career Development Articles for the High School: 1971-73. Thomas E. Mortier, Comp. Olympia, Wash: Washington State Board for Vocational Education, 1973, 71 pp. An annotated bibliography of 138 career discovery and development publications under the headings of general information and background; philosophy, rationale, and professional development; curriculum; career guidance; minorities, women and the disadvantaged; programs, projects, and models of career development; and research and evaluation. (ED 117 302, EDRS price: MF-$0.83 plus postage, HC-not available from EDRS.)

Annotated Bibliography of Commercially Produced Audio, Printed, and Visual Career Education Materials. Robert W. Sackrison, and LeVene A. Olson. Charleston, W.Va: Marshall University; Department of Occupational, Adult, and Safety Education; March 1975, 35 pp. Annotated bibliography listing some of the commercially produced kindergarten-to-adult career education materials available from manufacturers. Materials are organized as follows: multimedia, filmstrips, cassettes or records, 16 mm films and 8 mm film loops, and printed materials. (ED 109 430, EDRS price: MF-$0.83, HC-$2.06 plus postage.)

An Annotated Bibliography of Instructional Materials Which Emphasize Positive Work Ethics. Charles Curry. Virginia Polytechnic Institute and State University, Blacksburg, Va: Agricultural Education Program; Virginia State Department of Education, Richmond, Division of Vocational Education; June 1975, 122 pp. Fifty-six items of instructional materials are listed. (ED 115 766 CE 005 587.)

An Annotated Bibliography of Selected Curriculum Materials: Arts and Humanities Occupational Cluster. Phyllis T. Ritvo et al. Bureau of Occupational and Adult Education (DHEW/OE), Washington, D.C., Division of Research and Demonstration; April 1975, 220 pp. One of a series of 11 arts-and-humanities career exploration resource guides (grades 7-12) for teachers, counselors, and students; describes curriculum materials being used in public schools, particularly on the job preparation level. Materials available from commercial publishers and those developed by educational agencies are both included. (ED 137 606 08 CE 010 734, EDRS price MF-$0.83 HC $11.37 plus postage.)

Bibliographies of Career-Related Materials. Jennifer Banks et al. Education Development Center Inc; 1975, 177 pp. Presents both a shelf collection list and a series of annotated bibliographies on selected topics in the collection of the resource center of the Education Development Center's home and community-based career education projects. (Available from Career Education Development Center, 55 Chapel St, Newton, MA 02160.)

Bibliography of Audiovisual Instructional Materials for the Teaching of Spanish, Kindergarten Through Grade Twelve. California State Department of Education, Sacramento. Bureau of Compensatory Education Evaluation and Research. This annotated bibliography lists an assortment of audiovisual instructional materials primarily of interest in the elementary or secondary classroom. Many of these materials are produced in Spanish; others are included because of their possible use with Spanish-speaking students or because of their value in providing various types of information about Spanish-speaking people and cultures. Bibliographical entries are organized into 17 subject categories, including career education, culture, driver education, games and puzzles, guidance, health, language arts, literature, mathematics, music, physical education, science, social science, supplementary materials, and vocational education. (Available from California State Department of Education; P.O. Box 271; Sacramento, CA 95802 [$0.75].)

A Bibliography of Free Loan Materials for Career Education: Vocational Education Resource Materials. Rogert H. Lambert et al. Wisconsin University, Wisconsin Vocational Studies Center; 1976, 47 pp. Part of the vocational education resource materials system, this bibliography is designed to (1) encourage and support curriculum development and instructional activities, (2) supplement and complement efforts of the Wisconsin State Educational Agency staff and School District personnel by identifying needed resources for use in instructional workshops, and (3) encourage use of resource materials and services in all appropriate programs of teacher education and staff development as well as in classroom implementation. (ED 132 278, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Bibliography on Career Education. Bridgeport Public Schools; June 1973, 24 pp. Research bibliography for use by persons involved in implementing career education concepts; contains all of the commercially produced multimedia used by Connecticut's exemplary project in career education. Resources include books, films, filmstrips, records, cassettes, games, picture story study prints, kit, and additional learning materials. (ED 114 506, EDRS price: MF-$0.83 plus postage; HC-not available from EDRS.)

Bibliography on Career Education. Sidney C. High, Jr, and Linda Hall, eds. Washington, D. C.: Center for Adult, Vocational, Technical, and Manpower Education, U. S. Office of Education, 1973. 104 pp. This listing is earliest career education bibliography from the U. S. Office of Education. A clear explanation of the ERIC system for ordering documents prefaces the listing. The contents include selected references, journal articles, and background references to career education. Background references include subsections on pilot projects, course guidelines, teaching materials, and instructional programs; the career cluster concepts; work experience, cooperative education, and job training; advisory committee and industry education cooperation; career guidance and counseling; computer-based guidance systems; career information; placement and follow-up; and relatee studies. A final section is devoted to continuing sources. (ED 079 534)

The Career Education Resource Center Annotated Catalog. Career Education Resource Center. 3647 South Santa Fe Dr; Englewood, CO 80110--(303) 761-8757). This catalog is a listing of materials available to Colorado teachers on a loan basis. It is, however, a useful descriptive list of materials generally available from commercial publishing companies, business and industry, etc.

A Bibliography of Selected Career Guidance Materials. J. H. Kerlan. St. Paul, Minn: Minnesota State Department of Education, Pupil Personnel Service Section, 1975. Includes general biographies, educational directories, Minnesota State publications, U. S. Government publications, commercial publishers, financial aids, military sources, and professional books. (Available from Minnesota State Department of Education, St. Paul, Minn.)

Business and Office Occupations Cluster: Introduction to Vocations. Rutgers, The State University, New Brunswick, N. J. Curriculum Lab, September, 1975, 297 pp. Sponsoring agancy: New Jersey State Department of Education, Trenton, Division of Vocational Education. The teaching guide presents a comprehensive description of career opportunities in business and office occupations and of the educational requirements for obtaining business employment. (Available from New Jersey Vocational-Technical Curriculum Laboratory; Rutgers, The State University; Kilmer Campus, Building 4103, New Brunswick, N. J. 08903: CE-337, $3.50)

Career Development Resources: A Bibliography of Audio-Visual and Printed Materials K-12. Minnesota State Departmemt of Education, St. Paul, Pupil Personnel Services Section. Sponsoring agency: Bureau of School Systems (DHEW/DE), Washington, D. C., 1975, 139 pp. This annotated bibliography identifies, organizes, and describes audiovisual and printed career development resource materials for grades K-12. The guide is arranged alphabetically by abbreviations for manufacturers. (EDRS price: MF-$0.83 HC-$7.35 plus postage.)

Career Development Resourdes: A Guide to Audiovisual and Printed Materials for Grades K-12. Harry N. Drier, Jr, ed. Ohio State University, Center for Vocational Education, 1973. 301 pp. Offers approximately 2,200 titles of films, filmstrips, slides, tapes, scripts, games, kits, printed materials, songs, records, and other aids that may be used by school counselors and instructional staff to integrate career development into the total school curriculum.

Career Education Bibliography. Compiled for the AASA-NSBA Career Education Project, Arlington, Ba: American Association of School Administrators, 1976. (Available from American Association of School Administrators.)

Career Education: A Bibliography of Resources. Margaret B. Redmond and Rosemary Dawes. Cayuga County Board of Cooperative Educational Services, September 1974. 98 pp. Lists items in the career education collection housed at the media center of the Cayuga County BOCES. Three areas are emphasized in the collection: career awareness, career orientation, and career skills. (ED 103 609, EDRS price: MF-$0.83 HC-$4.67 plus postabe.)

Career Education Catalog: Annotated Listings of Selected, Diverse, and Innovative Programs. Kathryn D. Hewett et al. Abt Associates, Ind. 116 pp. Describes programs compiled to increase awareness of innovative career education practices. Listings attempt to describe what happens in programs that meet or succeed standards of innovation and programs that represent a range of sizes, student characteristics, budgets, funding sources, locations, and emphasis. Descriptions are in three sections: comprehensive public school programs, supplementary public school programs, and alternative and community based programs. (Available from ABT Publications.

Career Education Curriculum Materials (Georgia, Mississippi, South Carolina, North Carolina). Mississippi Research Coordinating Unit for Vocational-Technical Education, State College; Mississippi State Department of Education, Jackson. Division of Vocational and Technical Education, 1973.

95 pp. The guide, which represents part of the product of the National Network for Curriculum Coordination in Vocational/Technical Education, presents descriptive and bibliographical information about career education curricular materials submitted by representatives of Geirgia, Mississippi, and North and South Carolina to the Research and Curriculum Unit at the Mississippi State University. (ED 106 608 CE 003 780, EDRS price: MF-$0.83 HC-$4.67 plus postage.)

Career Education: An ERIC Bibliography. New York: Macmillan Information, 1973. 360 pp. Lists ERIC career education documents obtained from a thorough search of material in the ERIC system through January 1973; it contains journal articles, author index, subject indes, and documents. All are cross-referenced and contain the ERIC documents, (ED) number, title, author, and an abstract. An introductory note tells how to order ERIC cocuments. The book is easily used and thorough, covering the entire field of career education as represented in ERIC during the search period. (Available from Macmillan: price: $9.95.)

Career Education Facilities. Charles M. Howell. 1975. 25 pp. This annotated bibliography includes summaries of 17 books and articles dealing with facilities and program planning for career education. (ED 109 799 007 387, EDRS price: MF-$0.76 plus postage; HC--not available from EDRS.)

Career Education: Information Packet Revision. Robert J. Ford and others. Iowa State Department of Public Instruction, Des Moines, Educational Media Section, December 1973. 102 pp. The directory contains abstracts of Educational Resources Information Center (ERIC) documents, a bibliography of resource materials, and a director of selected Iowa career education offerings. (ED 106 660 CE 003 959, EDRS price: MF-$0.83 HC-$6.61 plus postage.)

Career Education Index. Allen B. Moore, Columbus, Ohio: Charles E. Merrill Publishing Co, 1974. 57 pp. Index is a component within the Career Survival Kit published by the Merrill Publishing Company of Bell and Howell. Materials in this resource cover exemplary programs, research and development reports, curriculum guides, resource lists, commercial items, and essay collections. Moore classified materials within the index under the headings of curricula, planning, bibliographies, and directories, and included in addition a list of ERIC Clearinghouse and sources of microfiche collections. Each entry in the index is listed according to title, availability of material, author-publisher, sponsor-funding, date, grade level, and includes a paragraph of description. (Available from Charles E. Merrill Publishing Co.)

Career Education Pamphlets (A Library of 1200 Free and Inexpensive Sources) plus: "100 Millionaire Success Stories": Where Important Careers Begin. Dale E. Shaffer, 1976, 68 pp. Presents a basic collection of occupational booklets and paperbacks suitable for any library or school. Catalog was prepared to assist librarians, teachers, counselors, and educators in obtaining free and inexpensive resources on career education. (ED 130 090, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

A Career Education Primer for Educators. Information Series, no. 4. Walter Wernick et al. Northern Illinois University, ERIC Clearinghouse in Career Education, September 5, 1975. 109 pp. The first two parts of the primer focus on concerns in career education, including the need for refocusing educational systems toward career education; ways of incorporating career development elements, life activities, and a democratic ethic into career education programs: methods of including parents, families, and communities in the process of career education; and the utilization of career resources available in the community. The major portion of the bibliography consists of ERIC Career Education literature. (ED 113 486, EDRS price: MF-$0.83 HC-$6.01 plus postage.)

Career Education Resource Bibliography. Delaware State Board for Vocational Education, April 1973. Compilation to assist in the location of materials pertinent to the development of K-12 career education materials. Resource listings are presented for professional books as well as curricular materials, films, tapes, microfiche, and other audiovisual materials. (ED 117 548, EDRS price: MF-$0.83 HC-$4.67 plus postage.)

Career Education Resources for Educational Personnel Development: An Annotated Bibliography. Lloyd D. Briggs, comp, and La Nora Bloom. Office of Education (DHEW), 105 pp. Annotated bibliography of resources considered appropriate for educational personnel development programs to prepare teachers involved in career education. Materials are presented under the following headings: (1) elementary, (2) middle/junior high school, (3) senior high school, (4) counseling and guidance, (5) postsecondary, (6) administration, and (7) general education. (ED 126 340, EDRS price: MF-$0.83 HC-$6.01 plus postage.)

Career Education Resource Guide for Chemistry. Louisiana State Department of Education, 1974. 78 pp. Resource guide explores careers in chemistry-related fields, with limited treatment given to other science-related occupations. (ED 117 565, EDRS price; MF-$0.83 HC-$4.67 plus postage.)

Career Education Resource Guide: Michigan. Michigan State Deparmtne of Education, Lansing: Royal Oak City School District, Michigan, 1975. 407 pp. The resource guide, a cooperative effort between the Michigan Department of Education and the Royal Oak School District, is intended to assist teachers and counselors in the selection of career education materials. The first section consists of instructional materials divided into four career development components. (For activities component, see CE 006 531; for reference guide, CE 006 551). (ED 118 951 CE 006 521. EDRS price MF-$0.83 HC-$22.09 plus postage.)

Career Education Resource Guide: Volume I, K-6. ($4.50);
Career Education Resource Guide: Volume II, 7-12. ($6.00)
Mchigan State University, 1975. These two documents organize all type of commercial career education materials under the headings of career development: self-awareness, career awareness, decision making, planning, and placement. Each entry has been evaluated by practicing teachers and counselors and contains a description of the material, purchasing price, and name of publisher; it also indicates the grade level and subject matter for which the material was developed. This catalog can be used to help

educators identify and request resources that complement and supplement their career education program.

Career Guidance, Counseling, Placement, and Follow-Through Program for Rural Schools: Career Guidance Resources: A Handbook of Resource Abstracts--Grades K-14. Research and Development Series, no. 118 A3. Karen S. Kimmel et al. Ohio State University, Columbus, Center for Vocational Education; 1977. 328 pp. Sponsoring Agency: Bureau of Occupational and Adult Education (DHEW/DE), Washington, D. C.. Materials contained in 15 volumes that make up the Rural American series suggest practices through which rural schools can meet local community needs and realize their potential for career program delivery. (Available from Ohio State University, Center for Vocational Education; set, $85.00; subset A, $26.00; document A3, $16.60 /quantity discounts available/; ED 142 752 08 CE 011 764 EDRS price MF-$0.83 plus postage; HC-not available from EDRS.)

Career Guidance Handbook. Alabama State Department of Education, Montgomery, Division of Vocational Education and Community Colleges, 1973. 26 pp. Section one provides brief introduction to the need for career guidance, explains the eight elements and outcomes of career education in the Alabama Career Education Curriculum Model, and discusses the four major constituents of the career guidance process; section 2 discusses components of the career guidance program, identifies the responsibilities of guidance specialists, teachers, principals, parents, students, employers, and other community members in career guidance, and outlines procedures for evaluating career guidance programs. A three-page annotated bibliography is included. (ED 117 534 CE 006 230, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Information: Business and Office Occupations, rev ed. American Vocational Association, 1975. 31 pp. Bibliography of career education publications in business and office occupations available from May 1969 through May 1974. (ED 118 771, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Information: Marketing and Distribution. rev ed. American Vocational Association, 1974. 24 pp. Compilation of career information materials in the field of marketing and distribution. The materials, produced in 1969-1974, were collected from publishers; professional organizations; trade association; individual business; colleges; universities; and federal, state and local government agencies. (Available from American Vocational Association; (33370R, 1-9 copies $1.00 each--10% discount on larger quantities.)

Career Program Resources: A Media Supplement. Jan L. Novak. University of Wisconsin, Madison, Wisconsin Vocational Studies Center, May 1977. 67 pp. Sponsoring Agency: Office of Education (DHEW), Washington, D. C. Describes more than 200 current career-oriented materials (eg, brochures, catalog, guides, and tests) related to the content and process of designing a preservice course(s) in career development programming; this media supplement was developed to augment the lesson plans, goals, objectives, activities, and evaluation materials presented in a companion publication entitled Career Education: Career Guidance and Occupational Competence. While specifically developed to accompany the curriculum guide, this document is also a useful handbook for counselors and educators who wish to develop and inaugurate a career development course or program for preservice training as well as for those who are responsible for starting, renewing, or expanding a career guidance program or resource center. Materials are listed in alphabetical order by publisher, (ED 145 243 08 CE 013 353, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

Careers and You: A Teacher's Guide. Eugene Public Schools, Oregon, 1972. 192 pp. Intended for use at the junior and senior high school levels: consists of lessons designed to promote self-understanding and rational decision-making, discusses occupational exploration and includes learning activities, resources and materials, and information useful to the teacher of a course in careers. A 34-page section provides reference lists, an annotated bibliography, and projects related to career and vocational education. (ED 112 193 CE 005 211, EDRS price: MF-$0.83 HC-$11.37 plus postage.)

Collage: A Collection of Career Education Resources. Kathleen Jezierski, comp. Ohio State University, Columbus, Center for Vocational Education, September 1977. 93 pp. Sponsoring Agency: Illinois State Office of Education, Springfield (Division of Adult Education (DHEW/DE), Washington, D. C.). Catalog consists of three major sections intended primarily for teachers and administrators in Illinois, but is also applicable to educators in other states. The first section focuses on ideas for using community-based resources, offers guidelines for selecting career education materials, and describes several educational resources. The second and third sections are annotated bibliographies. (ED 145 245 08 CE 013 445, EDRS price: MF-$0.83 HC-$4.67 plus postage.)

Dealing with Futures: Career Education Materials for Students, Parents, and Educators. Mary DeWitt Billings and Janet S. Rubin, comps. Education Materials Center, DITD, 1977. 22 pp. Office of Education (DHEW), Washington, D. C.. This Educational Materials Center (EMC) annotated bibliography is designed to further the concept and practice of career education programs by providing information about pertinent available material. There are four sections, each introduced with a description of materials included. The section on career literature describes 33 children's books that relate to jobs and career decisions. The section on text materials describes: (1) thirteen books that were part of the EMC's text collection as of January 1977, and those dating from 1974, and (2) materials from the Office of Career Education (OCE) collection. The final section on government publications contains 22 publications prepared by or for either OCE or the National Advisory Council for Career Education (NACCE). Additional career and vocational education materials available from HEW sources are listed, as are publications of special interest. (Available from the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C., stock no. 017-080-01721-1, ED 141 573 08 CE 011 475, EDRS price MF-$0.83 HC-$1.67 plus postage.)

Educable Mentally Retarded--Career Education: A Selective Bibliography. Exceptional Child Bibliography Series, no. 682. Council for Exceptional Children, Reston, Va., Information Services and Publications. Sponsoring Agency: National Institute of Education (DHEW), Washington, D. C.. Annotated bibliography contains approximately 75 abstracts and associated indexing information for documents or journal articles published from 1970 to 1975 and selected from computer files of the Council for Exceptional Children's Information Services and the Education Resources Information Center (ERIC). (ED 129 019 EC 091 225, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Educational Programs that Work: A Resource of Exemplary Educational Programs Developed by Local School Districts and Approved by the Joint Dissemination Review Panel in the Education Division of the Department of Health, Education and Welfare. Far West Lab for Educational research and Development, 1976. 209 pp. Compilation of program descriptions offers array of ideas and some potential solutions to meet the needs and interests of communities far from the original sites. (Available from the Order Department; Far West Laboratory for Educational Research and Development; 1855 Folson St; San Francisco, CA 91403: $4.94--payment must accompany order.)

EPIE Career Education *S*E*T*. New York: EPIE Institute, 1975. Two-volume set prepared by the Educational Products Information Exchange describes how to select and evaluate instructional materials and contains analyses of 700 prescreened materials. This is one of the most complete and thorough reviews of career education instructional materials available.

Experience Based Career Education: An Annotated Bibliography. Bibliography Series, no. 27. Ohio State University, Center for Vocational Education. Anne E. Stakelon and Joel H. Magisos, comps. October 1975, 45 pp. Annotated bibliography prepared to assist those applying for grants under Part D of the Vocational Education Act of 1963 as amended. Intended to help applicants plan and conduct better projects as a result of knowing about completed and ongoing research. (Aveilable from the Center for Vocational Education, Ohio State University: BB27, $3.00 each; No. BB27-29, includes complete set of three, $10.00 per set.)

Facilities Handbook for Career Education: NIE Papers in Education and Work. No. 2. William B. Gill and Ann E. Luke. Washington, D. C.; National Institute of Education (DHEW), October 1976, 234 pp. A variety of career education programs that use facilities in an innovative way are reported in this study of 21 programs. Through descriptions, photographs, and drawings, these programs are used to illustrate how educators can use facilities and equipment to support K-12 career education programs in classrooms. (ED 131 550 95 EA 008 869, EDRS price: MF-$0.83 HC-$12.71 plus postage.)

Federal Agencies tor Career Education Services. Office of Education (DHEW); January 1976, 48 pp. Guide to federal government resources containing two major parts: (1) a set of descriptions of 38 federal programs that offer various types of resources for career education, and (2) a set of indices to help the practitioner use these programs. (ED 127 431, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Foreign Language Instruction and Career Preparation: A Selected, Annotated Bibliography. CAL-ERIC/CLL Series on Languages and Linguistics, no. 51. Ernest J. Wilkins ERIC Clearinghouse on Languages and Linguistics, Arlington, Va. May 1977. 31 pp. Sponsoring agency: National Institute of Education (DHEW), Washington, D. C. Part I presents general materials on the intersection of foreign language instruction and career preparation. Materials in Part II provide specific examples of programs or courses designed to address the issue of preparation of students of foreign languages for employment, especially in areas other than teaching. Part III presents materials describing occupations that call for skills in foreign languages. Part IV contains references to courses designed to teach foreign language skills related to specific occupations. (ED 138 113 FL 008 538, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Key Resources in Career Education: An Annotated Guide. David V. Tiedeman et al. Northern Illinois University, De Kalb, April 1976, 403 pp. Sponsoring Agency: National Institute of Education (DHEW), Washington, D. C., Dissemination and Resources Group. Intended for education decision makers, practitioners, and policy makers, this guide represents a consolidation of information about the field of career education and is designed to create awareness, facilitate user access, and broaden the practical knowledge of educational research, materials, and resources. (ED 138 752 08 CE 010 872) (Available from U. S. Government Printing Office; order no. 017-080-01667-2, $5.75.)

The Use of Media in Career Education. Anita M. Mitchell. Stanford University, Palo Alto, CA: ERIC Clearinghouse on Information Resources, September 1976, 63 pp. Sponsoring Agency: National Institute of Education (DHEW), Washington, D. C.. Report based on review of relevant literature; summarizes state of the art and presents annotated references on the uses of media in career education. (ED 127 974 95 IR 003 940, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

A Model for Career Education in Higher Education. Robert A. Ristau et al. University of Wisconsin, Madison, 1975. 29 pp. Describes sample characteristics and activities for each of the model's seven components. (ED 113 484 CE 004 994, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

A Partial Bibliography for Precollege Marine Science Educators. Richard M. Schlenker, University of Maine at Orono, Sea Grant Program, August 1976. 101 pp. References cited in this marine science bibliography are placed in two sections: section 1 includes career education, methods, marine conference reports, marine science; section 2, career education, curriculum, equipment, methods, science, and texts. (ED 137 130 SE 022 399, EDRS price: MF-$0.83 HC-$6.01.)

The Participation of Minorities in Vocational Education, Manpower, and Career-Oriented Programs; Special Focus on Black Americans, An Annotated Bibliography. A. Alan Sheppard et al. Virginia Polytechnic Institute and State University, Blacksburg, Division of Vocational-Technical Education, 1977. 22 pp. This annotated bibliography is designed as a reference for practitioners, students, and researchers interested in black Americans in vocational education. (ED 141 641 CE 012 013, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Resource Bibliography in Career Education: Annotated Bibliography of Locally Produced Curriculum and Instructional Materials. Lincoln County Schools, November 1971, 26 pp. Resource bibliography containing list and description of all teaching units; tests and questionnaires for grades 1-6; materials for inservice training; and all other resources developed by the exemplary staff thus far in the process of implementing the career education project in Lincoln County, West Virginia. (ED 106 565, EDRS price: MF-$0.83 plus postage, HC-not available from EDRS.)

Resources: Recommendations for Adult Career Education Resources: Supplement. Norman S. Feingold et al. Applied Management Science Inc, Silver Springs, Md., B'nai B'rith, Washington, D. C., Career and Counseling Services, July 1975, 201 pp. Sponsoring agency: Office of Education (DHEW), Washington, D. C.. Abstracts of career materials from a variety of media; materials were reviewed not only in terms of suitability for use by adults, but also in terms of quality of career information. Reading levels have been included for each piece of written career information materials. (ED 110 854 95 CE 004 868, EDRS price: MF-$0.83 HC-$11.37 plus postage.)

A Selected Annotated Bibliography of Resource Materials for the Implementation of Career Education: Grades K-3. Publication no. 0003. Kathryn A. Heyel. Rutgers, The State University, New Brunswick, N. J., Curriculum Lab. April 1975, 116 pp. Annotated bibliography of K-3 pring and nonprint materials associated with career education. (ED 110 747 CE 004 554). (Available from New Jersey Vocational-Technical Curriculum Laboratory; Building 4103; Kilmer Campus, Rutgers University; New Brunswick, J. J. 08903: $1.50 plus postage.)

Sources of Information on Career Education: An Annotated Bibliography. California State Department of Education, Sacramento. Career Education Task Force, 1975 66 pp. Sponsoring agency: Office of Education (DHEW), Washington, D. C. The annotated bibliography, listing source materials pertinent to career education. (ED 114 542 95 CE 005 390, EDRS price: MF-$0.83 HC-$3.30 plus postage.)

South Dakota Career Education Project: An Annotated Bibliography of Curriculum Materials. Parts I and II. 312 Heston Hall, Dakota State College, Madison, SD 57042. State developed compendium of nationally and state developed career education materials.

Structure and Technology for Facilitating Human Development Through Career Education. (with list of innovative programs and bibliography of relevant ERIC literature). JoAnn Harris-Bowlsbey et al. Northern Illinois University, De Kalb, ERIC Clearinghouse in Career Education, December 12, 1975, 104 pp. Sponsoring agency: National Institute of Education (DHEW), Washington, D. C. This monograph orders career education program components and assigns responsibility for their delivery, stating major differentiation areas and placing career development and the counselor's facilitating role at the center. (ED 115 740 95 CE 005 527). (Available from ERIC Clearinghouse in Career Education, The Ohio State University, $4.50.)

A Systematic Approach to Evaluating Career Education Materials at the Local Level. Washington, D. C. Peat, Marwick, Mitchell & Co, 1974, 31 pp. Presents an assessment instrument designed to assist career education practitioners in identifying, classifying, and evaluating career education instructional materials; also lists sources of career education materials.

Vocational Education Resource Materials: Career Education. 1976. Bibliography of hundreds of career education resources dealing with topics including career awareness, career orientation, career exploration, career preparation, models, guidance and counseling, and evaluation. (Available from Wisconsin Vocational Studies Center, University of Wisconsin, Madison: $2.00.)

IMPLEMENTATION OF CAREER EDUCATION: INSTRUCTIONAL MATERIALS

Activities and Games for Career Education. Kentucky Department of Education Materials Center. (Free--with permission from Anne Arundel County Public Schools, Maryland.)

Career Education Implementation Samples: K-4 Kit; 4-6 Kit; 6-9 Kit. Division of Guidance Services, Kentucky Department of Education Materials Center. (free.)

Career Education--Developmental Career Guidance--Implementation Samples: K-12 Kit. Division of Guidance Services; Kentucky Department of Education Materials Center. (free)

Learning Concepts Cards. Communication Services, Kentucky Unit for Career Education. Packets of cards listing questions for teachers to ask students in areas of career education (K-12). (free)

IMPLEMENTATION OF CAREER EDUCATION: PROFESSIONAL MATERIALS

Advisory Committee in Career Education: Organization, Function, Meetings. Salem: Oregon State Department of Education, Career Education Applied Research Unit, 1973. Guide for establishing and operating advisory committees in career education from the elementary through the community college level; organized into four major units, each with key concepts, "do's and don'ts," and a step-by-step check list.

Bridging the Gap: A Study of Education-to-Work Linkages set of three booklets: Bridging the Gap: A Study of Education-to-Work Linkages; Final Report of the State-Level Study in Career Education no. 221762, 180 pp. Bridging the Gap: A Selection of Education-to-Work Linkages; Supplemental Report of the State-Level Study in Career Education. no. 221763, 68 pp. Bridging the Gap: A Study of Education-to-Work Linkages; Summary of Final Report of the State-Level Study in Career Education. no. 221764, 14 pp. These three booklets focus on the education-to-work transition, barriers that make that transition difficult for many individuals, and the range of mechanisms that are or might be in place to link the worlds of education and work, thereby smoothing the transition for individuals moving from one to the other.

Career Education in the Academic Classroom. Garth Magnum et al., Olympus, 1975. Designed to explore the various relationships between traditional academic subject areas and career education concepts; contains papers presented by representatives of subject-matter professional associations including National Science Teachers Association; National Council of Teachers of Mathematics; National Council of Teachers of English; National Council for the Social Studies; National Art Education; American Council on the Teaching of Foreign Languages; and the American Alliance for Health, Physical Education, and Recreation. This book is a reference or resource for use in introducing or infusing the concept of career education into the overall curriculum.

Career Education and the Elementary School Teacher. B. Hoyt. Olympus Publishing Co, 1975. 204 pp. Designed to provide concrete guides for including career education concepts in the daily classroom experiences of elementary teachers. ($4.95)

Career Education: Contributions to an Evolving Concept: A Collection of Papers by Kenneth B. Hoyt. Olympus Publishing Co, 1975. Collection of 33 papers on career education written by Dr. Hoyt over a 4-year period (March 1971-March 1975). ($8.95)

Career Education Guides: Comprehensive Career Education; Implementing Career Education--Proceedings and Techniques; Career Awareness Suggestions--for Teachers; Career Exploration--Suggestions for Teachers. Career Preparation--Suggestions for Teachers. Kentucky Department of Education Materials Center. (free)

Career Education Handbook for Implementation. Michigan State University. Guide for planning and implementing career education programs at school and district levels. This document, contained in a 3-inch vinyl folder, has 10 individually bound sections entitled: Introduction; Creating Awareness; Organizing for Career Education; Generating a Plan for Career Education; Program Development; Exploration Guide; Placement Guide; and Resource Materials, Partnerships in Career Education, Goal Setting, and Guidelines for Career Education Programming. ($15.00)

Generating a Plan. Developed as section IV IV of the Career Education Handbook for Implementation. Michigan State University. (ED 118 972, $1.50.)

Career Education Handbook for Rural School Administrators. Everett D. Edington and Howard K. Conley. Las Cruces, New Mexico: ERIC Clearinghouse on Rural Education and Small Schools, 1973. 97 pp. Capital Publications. Contains suggestions relating to career education programs, curricular materials, funding, and evaluation in small school situations. (ED 073 861, $4.00.)

Career Education: How To Do It. Office of Career Education, U. S. Office of Education, 1974. Materials were written by participants in 20 career education miniconferences. These include guidelines for activities classroom teachers might implement and suggests that some teachers be assigned the following tasks: (1) provide students with specific vocational competencies; (2) help students acquire job-seeking skills; and (3) help with decision-making skills. Guidelines are also given for the business, labor, and industry community, for counseling and guidance personnel, home and family members where the students reside, and educational administrators and school boards.

Career Education in the Middle/Junior High Schools. Rupert Evans et al. Olympus Publishing Co, 1973. 327 pp. Specific suggestions, projects, and ideas are given; examples of career education implementation in a number of states are described; and the rationale, nature, and current reforms in career education are covered. (ED 102 393, $7.95.)

Career Education Manual: Bowling Green, Kentucky. Kentucky Department of Education Materials Center. Four major aspects of career education are considered: the relation of career education to the need for educational change; career development theories; and the evolution and planning of career education. (free)

Career Education: The New Frontier. Ralph Ressler et al, eds. Deals with implementation of career education programs for elementary through secondary grades and touches on material resources for in and out of school experiences, the role of teachers and counselors, and goals of the programs. (Charles A. Jones Publishing Co,--may be available only in libraries--, 147 pp. paper, $8.95.)

Career Education: A Priority of the Chief State School Officers. David L. Jesser. Olympus Publishing Co, 1976. Contains comprehensive examination of the concept of career education, together with a look at purposes, goals, materials, and models related to the concept.

Career Education Product Installation Handbook: A Procedural Guide. Columbus; Ohio State University, Center for Vocational Education, 1975. Designed to assist career education advocates in the installation and utilization of career education products; written at an operational, rather than conceptual, level to assist project directors in planning, and later analyzing, career education efforts. Contains three major sections: (1) Procedural Guide; (2) CEPIH Workbook; and (3) Thirty Illustrated Tactics.

The Career Education Program for Region XII, Hazard, Kentucky. Kentucky Department of Education Materials Center. Covers programs K-14. (free)

Career Education: A Proposal for Reform. Sidney P. Marland, Jr. McGraw-Hill Book Co, 1974. 334 pp. Curriculum reform is emphasized, the values of career education are discussed, and examples of career education implementation are given. ($9.95)

Career Education in the Public Schools 1974-75: A National Survey. Donald H. McLaughlin. Palo Alto, CA: American Institute for Research, 1976. (Available from Office of Career Education.)

Career Education: What It Is and How To Do It. Kenneth B. Hoyt, et al. 2d ed. Olympus Publishing Co, 1974. 238 pp. One of the first comprehensive explanations of career education, this practical text quickly became the standard reference in the early days of career education. Still current, it offers practical suggestions for program planners as well as some general guidelines for practitioners. ($6.95) (paper).

Career Education: What It Is and Why We Need It. Thomas Walsh. Washington, D. C.: The Chamber of Commerce of the United States, 1975. 20 pp. This booklet prepared from statements and recommendations submitted by 26 organizations and agencies, educational as well as noneducational--sets forth the chamber's perception of career education, lists several models and describes several local efforts. The final sections deal with "How to Get Started" and "Where to Get Help."

Career Guidance: A Handbook of Methods. R. E. Campbell et al. Areas covered are (1) important and potentially useful methods applicable to career guidance and currently in practice or in the experimental developmental stage, (2) organization of these methods according to selected criteria (eg, type of student population), (3) a conceptual framework for the selection of methods appropriate to specific guidance goals with specific student populations, (4) a number of distinct guidance approaches and information about specific steps needed to design applications of the approaches for a particular guidance setting, (5) models and procedural guidelines for developing a total career guidance program, and (6) gaps and discrepancies in career education methods, and presentation of potentially useful methods when possible. Columbus, Ohio: Charles E. Merrill Publishing Co, 1973. 421 pp.

Career Guidance: Practice and Perspectives. Norman C. Gysbers et al. Worthington, Ohio: Charles A. Jones Publishing Co, 1973. 310 pp. Includes articles on career education curriculum implementation. There are chapters on how theories have been put into practice, information systems, special populations, employability and placement, etc. The future of career education, different programs, and strategies are discussed. (May be available only in libraries.)

A Classification System for Career Education Resource Materials. Ronald G. Koontz, Washington, D. C.: U. S. Office of Career Education, 1975. 37 pp. Produced to meet the need for a classification scheme for career education resource materials. The classification scheme will be utilized in developing a USOE resource library that will, in turn, extend the system to state departments of education and local school districts. The scheme involves a total classification system made up of (1) information germane to career education concepts (models, clusters, content) and (2) conventional information (ie, title, author, and retrieval number). Enabling factors described

for the design include (1) the location of source material through key descriptor cataloging, (2) the identification of content through cataloging, and (3) quick retrieval. The author describes use of the scheme for cataloging and filing information cards and lists the 40 descriptors for use in multiple filing. Further discussion concerns the storage of resource materials together with both manual and computerized retrieval methods; three appendixes describe and identify discipline and content areas, special groups, and types of materials.

The Development and Utilization of Curriculum Materials for Career Education. David L. Jesser and Linda Keilholtz. Prepared by the Council of Chief School Officers for the U. S. Office of Education, Washington, D. C., 1974. 36 pp. This is one of five in a series of papers concerned with various aspects of career education produced by the Council of Chief State School Officers. (ED 096 523)

The Effects of a Program of Career Education in Kentucky's Education: Region XII: Phase II. Kentucky Department of Education Materials Center. (free)

Eleven Career Education Programs: Descriptions of Selected, Diverse, and Innovative Programs. Abt Publications, 1975. Provides informal, descriptive portraits of diverse programs as they have been developed, are operating, and are changing.

EPIE Career Education Set, 2 vols. EPIE Institute, 1975. Vol 1 is entitled How to Select and Evaluate Instructional Materials; vol 2, Analyses of Seven Hundred Prescreened Materials. ($31.00)

Future Problem Solving and Career Education. E. Paul Torrance. University of Georgia. 74 pp. Problem-solving and decision-making skills figure prominently in the career education literature. This publication describes a strategy of interscholastic future problem solving as a tool of value in career education, particularly with the gifted student. A 55-minute videotape is available, featuring Dr. Torrance as narrator and the 1976 Georgia High School Champion Future Problem-Solving Team. The videotape illustrates the problem-solving approach advocated by Dr. Torrance in the publication. ($2.00)

The Community Is the Teacher. National Institute of Education. Describes experienced-based career education programs.

Guide for Integrating Career Development into the Curriculum: Grades 7-9. Wis: 1973. Racine Unified School District 1. Prepared at a local career development workshop; includes ideas for teachers developing programs and wishing to provide career experiences for their students. Units relating to 16 personal and world-of-work-related concepts are presented, as are several objectives and accompanying learning outcomes for grades 7-9; related subject areas, suggested learning activities, resources, and an evaluation are outlined for each concept. The document concludes with definitions of 78 career development terms, personality checklists, self-rating charts, and other resource materials.

Guidelines for Career Education. Kentucky Department of Education Materials Center. (free)

Handbook for Development of Local Career Education Programs in Kentucky. Kentucky Department of Education Materials Center. (free)

Human Relations for Career Preparation. Kentucky Department of Education Materials Center. (free)

Ideas for Activities: Instruction K-Post Secondary. ($4.00)

Implementing Career Education Series. Minnesota Instructional Materials Center. Seven booklets designed for leadership training in establishing a comprehensive career education plan in a school system.

1. Consultation Skills and Shared Decision
2. Curriculum Development
3. Evaluation
4. Staff Development
5. Career Learning Centers
6. Community Participation
7. Planning and Management

Implications for Implementing Career Education in Home Economics. Ruth D. Harris. Virginia Polytechnic Institute and State University, Rumarlen Inc; 21 East Main St; Christiansburg, VA 24073.

Instructional Systems Options and Guidelines for the Dissemination and Implementation of Career Education: Volume 4. Douglas Hall et al. Prepared by the American Institutes for Research, Palo Alto, Calif, for the Bureau of Adult Vocational and Technical Education, U. S. Office of Education, Washington, D. C., September 1974, 131 pp. One of a series of documents produced as a result of a 2-year project; information pertains to career education K-9.

Interim Report with Recommendations for Legislation: Submitted by the National Advisory Council for Career Education. Washington, D. C.: U. S. Government Printing Office, November 1975. This booklet was prepared and submitted to Congress in accordance with subsection (g) of Section 406 of Public Law 93-380. It represents the first report issued by the National Advisory Council for Career Education. ($0.85)

An Introduction to Career Education. John Stevenson. Worthington, Ohio: Charles A. Jones Publishing Co,
Provides suggestions for implementing basic understandings into a total picture. Material deals with integrating the whole school curriculum, K-12. Solutions are presented to the instructional problems of developing self-understanding and career awareness. This handbook can help those involved directly in guidance and counseling, as well as classroom teachers, administrators, and curriculum coordinators. (May be available only in libraries.)

An Introduction to Career Education: A Policy Paper of the U. S. Office of Education. Kenneth B. Hoyt. Washington, D. C.: U. S. Government Printing Office, 1975. 50 pp. This paper sets forth the reasons for considering career education as a viable response to the various calls that have been voiced for reform in the American education system. Should be extremely useful as a basic tool for practitioners and advocates at every level and in every segment of both education and society. (ED 097 588)

Perspectives on the Problem of Evaluation in Career Education. Kenneth B. Hoyt. U. S. Office of Education Monographs on Career Education. Washington, D. C.: 1976.

Planning, Implementing, and Evaluating Career Preparation Programs. Dwight Davis and Joe Borgen. McKnight Publishing Co, 1974. 472 pp. ($29.85) (loose-leaf) Information on program management strategies, program identification, development, implementation, and evaluation are covered. Details are included on procedures for conducting manpower supply-and-demand surveys, writing student performance objectives, utilizing an occupationsl advisory committee, recruiting students, conducting student follow-up surveys, etc. Each section has a list of suggested activities for program implementation and describes procedures and necessary sample forms as well as testing, information gathering, organization, and consultation procedures.

Journal of Research and Devleopment in Education, vol 7, no. 3. Spring 1974. 124 pp. Entire issue (11 articles) (Available from the Journal of Research and Development in Education, G-3 Aderhold Building; University of Georgia, Athens, GA 30602: $2.00.--single copy orders must be prepaid.

The School Counselor and Career Education. Kenneth B. Hoyt. U. S. Office of Education Monographs on Career Education. Washington, D. C.: U. S. Government Printing Office. (OE 76-00506)

School Science and Mathematics Journal, vol 76, no. 4, April 1976. 90 pp. Entire issue (10 articles) is devoted to career education; contains foreword by Prof. John Peterson of the Department of Mathematics of Eastern Illinois University. (Available from the School Science and Mathematics Journal, Lewis House; P. O. Box 1614; Indiana University of Pennsylvania, Indiana, PA 15701.

Sex Fairness In Career Guidance: A Learning Kit. Abt Publications, 1975. This learning kit was produced under a project sponsored by the National Institute of Education and presents materials to aid in the elimination of sex-role stereotyping and sex bias in the process of career choice. Kit includes 265 page book, and audiotape cassette, and supplementary materials. ($15.00)

Sex Stereotyping and Occupational Aspiration: An Annotated Bibliography (BB-29). Columbus, Ohio: Center for Vocational Education, Ohio State University, 1975. Prepared by the Center for Vocational Education of the Ohio State University on the basis of a computer-assisted search of the ERIC System and the AIM/ARM System. ($3.00)

Sociodrama in Career Education. E. Paul Torrance. University of Georgia. 45 pp. Describes essentials of Torrance's methodology utilizing role playing, sociodrama, and creative problem solving to achieve career education objectives.

Straight Answers on Career Education. Kenneth B. Hoyt. Kentucky Department of Education Materials Center. Mimeographed leaflet. (free)

Teaching for Career Development in the Elementary School. Walter Wernick. Worthington, Ohio: Charles A. Jones Publishing Co, 1973. 230 pp. ($10.95) Contains information on what career development entails, why career education activities are necessary in the elementary school, and how plans can be developed within a variety of educational settings; it also shows how the community can be used as a learning resource. The appendix includes activities such as sample forms and a pilot experiment to test concepts in classroom settings. (May be available only in libraries)

INSERVICE EDUCATION

Affective Approaches to Career Education: Project Report. James C. Northrop, Florida University, P. L. Yonge Laboratory School, October 1974. 34 pp. Reports on teacher preparation workshop and test workshops project conducted to develop and pilot test a process approach to staff development in career education in the affective domain in elementary and middle school levels. A recommended process model for teacher preparation is outlined. (ED 132 397, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Education, A Counselor's Guide: An Individualized Instructional Unit Designed for Use in Inservice or Preservice Education of Counselors. Mary L. Robinson, Oklahoma State Department of Vocational and Technical Education, Curriculum and Instructional Materials Center, 1974. 74 pp. Individualized instructional unit intended for use in inservice and preservice education of counselors. Five units describe basic concepts, reational, four implementation models, structure of school-based model, and specific activities counselor can use to support career education at each educational level. (ED 117 403, EDRS price: MF-$0.83 HC-not available from EDRS.)

Career Education: An Inservice Course Developed Under Section 211 of the Appalachian Regional Development Act. 1975, 27 pp. Guide for inservice course in career education. Includes 14 units designed to be used together as complete course or selectively as learning modules for developing new skills or reviewing previously learned concepts. (ED 118 911, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Education: Inservice Training Guide for Teachers, Administrators, and Counselors. Hal Byfield et al, Northern Arizona University, May 15, 1975, 170 pp. Guide to a one-semester course to be taught in extension courses or seminars. Consists of structural approach to training teachers, administrators, and counselors in the philosophy and techniques needed to integrate career education into instructional programs at all levels. (ED 110 617, EDRS price: MF-$0.76 HC-$8.24 plus postage.)

Career Education Workshop Implementor Handbook. David Buettner et al, Calhoun Intermediate School District, Michigan State Department of Education, 1974, 354 pp. Handbook containing resource materials used for planning and conducting career education workshops for various groups of educational personnel: five units include forms for effective group collaboration, materials for analyzing the Michigan Career Education Model, infusion handbooks for counselors and teachers, a checklist to evaluate the infusion handbooks for counselors and teachers, a checklist to evaluate the infusion process, and optional modules for expanding the cooperative efforts of teachers and counselors. (ED 122 040, EDRS price: MF-$0.83 HC-not available from EDRS.)

Career Guidance: An Inservice Course Developed Under Section 211 of the Appalachian Regional Development Act, 1975, 21 pp. Fifteen-unit guide for inservice course in career guidance; units may be used together as a complete course or selectively as learning modules for developing new skills or reviewing previously learned concepts. (ED 118 909, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Career-Oriented Education Management/Implementation Model, Model Description Package. Education Service Center Region 17, Lubbock, Texas, 92 pp. Describes survey model designed as method whereby a local school management-implementation team can implement career-oriented education. Provides infusion strategies, materials, and staff development techniques. (ED 130 067, EDRS price: MF-$0.83 HC-$4.67 plus postage.)

Development and Evaluation of a Pilot Element in a Statewide Career Education Delivery System. North Texas State University, October 1975, 44 pp. Describes project designed to determine effectiveness of pilot element of statewide delivery system for career education as a method for preparing secondary teachers to be effective agents of world of work economic education information dissemination and attitudinal change. (ED 130 145, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Directing a Workshop for Implementations of Career Education. Genevieve D. Smith, Greenville City Schools, November 1974, 26 pp. Describes workshop held as cooperative effort of city and coutny staff to learn methods for integrating career education into the regular school program. Three questionnaires were used to evaluate the workshop; broad conclusions and recommendations are based on the questionnaire responses. (ED 105 219, EDRS price: MF-$0.76 HC-$1.95 plus postage.)

A Handbook for the Preparation of Educational Personnel in Career Education: Final Report. Edward J. McCormack, et al. Illinois State Office of Education, Division of Adult Vocational and Technical Education, Northern Illinois University, June 30, 1976, 234 pp. Handbook designed to assist persons concerned with preparing educational personnel on career education: identifies and discusses basic elements needed to create preservice career education program on university campus to complement inservice training. (ED 127 446, EDRS price: MF-$0.83 HC-$12.71 plus postage.)

Human Resources Talent Pool for Career Education: Forms and Procedures. Career Education Service Center, 1976, 17 pp. Describes development of talent pool that endeavors to identify effective practitioners in the field who can share their methods and materials with less experienced practitioners through demonstration and discussion. (ED 128 611, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Identification and Utilization of Community Resources: An Inservice Course Developed Under Section 111 of the Appalachian Regional Development Act. 1975, 18 pp. Guide for inservice course in identification and utilization of community resources; the 14 units may be used together as a complete course or selectively as learning modules for developing new skills or reviewing previously learned concepts. Each unit contains student objectives, suggestive learning activities, evaluation activities, curricular materials, and supplementary materials. (ED 118 912, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Integrating Career Education into Teacher Preparation: Implementation Guide for College/University Use. Brenda B. Even. Arizona University, 1976. 130 pp. Implementation guide developed as part of a project to integrate career education into existing preservice teacher training courses and to prepare students in these courses to serve as career education into existing preservice teacher training courses and to prepare students in these courses to serve as career education catalysts in their schools. (ED 128 656, EDRS price: MF-$0.83 HC-$7.35 plus postage.)

Model for a One-Day Career Education Conference. Career Education Service Center, 1976, 33 pp. Provides forms and activities used in planning, developing, and conducting a career education conference. (ED 128 612, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Processes in Career Selection: A Demonstration Project in Staff Development: An Area Approach to Inservice Training (Part I). September 1975. 60 pp. Describes project designed to demonstrate the use of a college credit course to provide inservice training for key elementary, secondary, vocational, and college staff. Thirty-six teachers and administrators took a 2-hour credit course in career education, planned and held staff development workshops, and initiated career education teaching programs in their schools. (ED 118 932, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

Suggested Guidelines for Career Education Workshops. Washington State Coordinating Council for Occupational Education, May 19, 1973, 27 pp. Guide to the preparation and running of inservice workshops to acquaint teachers with career education concepts and with the integration of these concepts into the regular school program. Suggestions are included for the step-by-step planning of workshops. (ED 106 607, EDRS price: MF-$0.76 HC-$1.95 plus postage.)

Teacher Aides in Comprehensive Career Education: The Inservice Coordinator's Manual. Ohio State University, Center for Vocational Education, 1974, 40 pp. Manual for use by instructor coordinator of inservice program designed to create an awareness in teacher aids, teachers, and administrators of the potential contribution of teacher aids to comprehensive career education. (Four documents with nine accompanying slide/tape presentations ,S07 $65.00, four documents without slide/tape presentations, S07 $29.00)

Teacher Aides in Comprehensive Career Education; All Inservice Training Program for the Teacher. Ohio State University, Center for Vocational Education, 1974, 116 pp. Study guide (for teachers) designed in workbook format for use in inservice program; awareness in teacher aides, teachers, and administrators of the potential contribution of teacher aides to career education. (Available from The Center for Vocational Education, Ohio State University; S0711, $13.00; S07, $29.00--four documents without slide/tape presentations; S07, $65.00--four documents with nine accompanying slide/tape presentations.)

Teacher Aides in Comprehensive Career Education: An Inservice Training Program for the Administrator. Ohio State University, Center for Vocational Education, 1974. 76 pp. Presented in workbook format for administrator use in inservice program to create awareness in teacher aides, teachers, and administrators for the potential contribution of teacher aides to comprehensive career education. (Available from Center for Vocational Education, Ohio State University; S07111, $9.00; S07, $29.00--four documents without slide/tapes; S07, $65.00--four documents with nine accompanying slide/tape presentations.)

Teacher Guide for Career-Oriented Education: Implementation Workshop: Phase I (Readiness). Education Service Center Region 17, Lubbock, Texas. 184 pp. Designed to assist all school districts in Region 17, Texas, in infusing comprehensive career-oriented education into their instructional programs by 1980. This teacher's guide contains materials for the first part of a three-phase program designed to move the participants through a series of informational steps to a proficiency in developing comprehensive outcome-based career-oriented education topics. Phase I provides awareness information on career education, with special emphasis on the Texas plan for career education. (ED 130 070, EDRS price: MF-$0.83 HC-$10.03 plus postage.)

CAREER EDUCATION AND THE HANDICAPPED

Career Awareness for Deaf Education: Resource Curriculum Guide: Prekindergarten - Grade 12. South Dakota School for the Deaf, 1875. 263 pp. Relates comprehensive teacher-produced materials to occupational information about 12 job clusters that would be most practical for the deaf or hearing impaired; includes a guide to teacher job-seeking skills and a listing of established postsecondary facilities offering programs for deaf students. (ED 110 750, EDRS price: MF-$0.83 HC-$14.05 plus postage.)

Career Education for Deaf Students: An In-Service Leader's Guide. Harold L. Munson et al. Rochester University College of Education, 1975. 208 pp. Leader's guide to generating career education activities involving classroom teachers and career education materials for use with deaf secondary level students. Ten lesson plans are provided for the inservice sessions. (ED 127 769, EDRS price: MF-$0.83 HC-$11.37 plus postage.)

Career Education: Exemplary Programs for the Handicapped. Edited by Thomas P. Lake. Council for Exceptional Children, Information Center on Exceptional Children, 1974. 98 pp. Contains reports of six career education programs for handicapped adolescents and young adults; includes descriptions of alternative high school program, mobile van program, job training program for educable mentally handicapped students (project SERVE), program for teenaged job seekers, the Technical Vocational Program for Deaf Students, and the Vocational Village, which offers personalized career education to young people who have physical, mental, or emotional problems (ED 101 489, EDRS price: MF-$0.83 HC-not available from EDRS.

Careers for the Homebound and Home Study Opportunities (pamphlets). B'nai B'rith Career & Counseling Services; 1640 Rhode Island Ave. NW; Washington, DC 20036.

The CI-TAB Middle School Program: Career Information and Training Activities for the Blind and Visually Handicapped. Mary Swearengen. El Paso, Tex: Education Service Center Region 17, 1976. 171 pp. Presents the scripts of 23 cassette recordings providing career education for visually handicapped and blind middle school students. Includes 8 study units and 14 first person accounts of visually handicapped or blind workers including an electronics technician, homemaker, and computer programmer. (ED 126 668, EDRS price: MF-$0.83 HC-$8.69 plus postage.)

The CI-TAB Secondary Program: Career Education and Training Activities for the Blind. Mary Swearengen and B. Mosley. El Paso, Tex: Education Service Center Region 19, 1975. 184 pp. Presents secondary career education program for visually handicapped and blind students available in braille and cassette recordings. Five general discussions focus on (1) procedures and consumers; goods and services, (2) employment and placement services; unions and social security, (3) resumes, applications, and interviews, (4) job classifications, and (5) independence, responsibility, and freedom. (ED 129 032, EDRS price: MF-$0.83 HC-$10.03 plus postage.)

Education and Rehabilitation Techniques. James S. Payne et al. New York: Behavioral Publications Inc 1974. 308 pp. Two chapters are concerned with career education for the young handicapped child. Specific examples of career education programs are given.

Exploratory Prevocational Learning Experiences for the Handicapped. Dr. William D. Wargo; Industrial Arts Department; Building 218; Florida State University; Tallahassee, FL 32306. Curriculum guide including industrial arts activities and home economics.

Occupational Counseling for Physically Handicapped Students: A Demonstration and Training Project. Leo Goldman and Bert Flugman. New York State Education Department, Office of Occupational and Continuing Education, August 1976. 96 pp. Reports on a project to provide occupational counseling to 60 physically handicapped high school students. Includes the training of counselors, development of counseling model, application in schools, and descriptive and comparative analysis of student data. (ED 132 811, EDRS price: MF-$0.83 HC-$4.67 plus postage.)

Occupational Education Programs for Disadvantaged and Handicapped: Occupational Work Adjustment (curriculum outline). G. James Pinchak; Division of Vocational Education; Bowling Green State University; Bowling Green, OH 43408.

Placement of the Severely Handicapped: A Counselor's Guide. W. F. Twomey. West Virginia (25112): Research and Training Center, Institute, 1975.

Project Career/Handicapped: Final Report. Massachusetts State Department of Education, Division of Occupational Education, September 1974. 35 pp. Describes results of project designed to establish system of coding behavioral objectives as documentation of skills attainable by special needs students. Accomplishments include coding of 19, 325 behavioral objectives, use of three special needs consultants in every area, instruments to evaluate student gains, publications on project activities, presentations at conferences, inservice, and preservice training sessions, publication of coding rationale, and analysis of social needs coding with reference to project data bank. (ED 121 932, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Selected Career Education Programs for the Handicapped. U.S. Government Printing Office. SN 1780-01141. $0.40.

Valpar. Valpar Corporation; Component Work-Sample Manufacturing Division; 655 N. Alvernon Way, suite 108; Tucson, AZ 85716. The Valpar Component Work Sample series is addressed to the needs of rehabilitation educators and vocational evaluators for standardized work samples measuring universal worker characteristics. There are 12 work samples at present; 16 more are being researched and developed.

For information on vocational education programs and activities involving the handicapped, contact the following:

Handicapped and Vocational Guidance Program
Division of Vocational and Technical Education
Bureau of Adult, Vocational, and Technical Education
400 Maryland Ave., S. W.
Washington, D. C. 20202

Aid to States Branches
Division of Educational Services
Bureau of Education for the Handicapped
400 Maryland Ave., S. W.
Washington, D. C. 20202

CAREER EDUCATION AND THE GIFTED AND TALENTED

"Career Education for the Gifted and Talented Persons." Kenneth B. Hoyt. Paper read at the Texas Educational Agency Conference on Career Education for the Gifted and Talented, April 1974. 13 pp. Commentary on four problems in the delivery of career education to the gifted and talented. Included is a brief justification of the author's book Career Education for Gifted and Talented Students. (ED 127 756, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

"Career Education for Gifted and Talented Persons." Kenneth B. Hoyt. Paper read at the New England TAG Conference discussing the special problems encountered in developing career education programs for the gifted and talented, December 1974, 12 pp. Discussion of problems related to assumption that talented students have special responsibilities. (ED 127 755, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Career Education for Gifted and Talented Students. Edited by Jean R. Hebeler & Kenneth B. Hoyt. Salt Lake City, Utah: Olympus Publishing Co., 1974. 293 pp. Readings in the areas of the future of work, identification and characteristics of gifted students, problems, value issues, exemplary programs, policy considerations, implications, etc. Tables on student activities, career preferences, and standard scores are provided. ($8.95)

Career Education for Gifted and Talented Students. Jean R. Hebeler & Kenneth B. Hoyt. Prepared for the U. S. Office of Education, Washington, D. C. by the University of Maryland: College Park, 1973. 273 pp. Thorough and well-documented introduction to career education and to the gifted and talented; each chapter includes a bibliography. Highlighting treatment of the current status of the education of the gifted and talented is a chapter on career development problems imposed by multipotentiality and high expectations.

A discussion of basic value issues precedes suggested practical value issues such as "Are there ideal careers for the gifted and talented?" "Can career education not be another pressure on the gifted and talented to fulfill societal voids rather than their own needs?"

Exemplary career education programs for this target group are given along with implications for curriculum guidelines and policy considerations. and a model is presented.

Con-Cept: Connecticut's Programming for the Gifted and Talented. Edited by William G. Vassar. Connecticut State Department of Education, Hartford Bureau of Public Personnel and Special Education Services, 1976. 74 pp. Includes 11 articles by professionals in the field; intended for school district personnel as an aid in designing and developing programs and services for the gifted and talented. (ED 132 814, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

An Exploratory Study of Professional Opinions and Current Practices Regarding Career Education for Exceptionally Gifted and Talented Students: A Final Report. Joseph R. Ellis. Northern Illinois University, July 1976. 71 pp. Describes a study of career education provided for exceptionally gifted and talented students in Illinois; exploratory in nature and adheres to descriptive survey method. (ED 137 465, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

Guidelines for Inservice Education: Gifted and Talented. Georgia State Department of Education, 1976. 48 pp. Handbook of suggestions and guidelines to assist local education agency personnel in planning and implementing inservice education programs for teachers of the gifted and talented. (ED 133 928, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

CAREER EDUCATION AND THE DISADVANTAGED

Career Guidance for Disadvantaged Youth. Juliet Miller and George E. Leonard. Washington, D. C.: American Personnel and Guidance Association, 1974. 70 pp. Descriptions for implementing assessment and behavior modification techniques, ethnic studies, career days, creative experiences, decision-making training, consumer education, field trips, and other programs; examples are given with goals and age level. ($2.95--paper).

Discovering and Using the Strengths of the Disadvantaged and Culturally Different in Career Education. E. Paul Torrance, University of Georgia. 117 pp. (A monograph designed to provide a positive, constructive approach for students in education, teachers, counselors, school psychologists, administrators, developers of instructional materials and writers for using the strengths of the culturally different in the curriculum of the school and in career development.) ($2.00)

Introduction: Orientation to the World of Work. Oscar T. Atkins. Prepared for the Bureau of Occupational and Adult Education, Washington, D. C. by University of Kentucky, Lexington, 1974. Guide to a world-of-work course designed especially for disadvantaged and handicapped students in the ninth and tenth grades. Provides basic and remedial instruction in personal development, math, and language skills, while providing information and skills basic or common to employment in all occupations. (ED 098 423)

Occupational Essentials: Skills and Attitudes for Employment. H. C. Johnson Press. Workbook/reference text; tapes-cassettes or audio.

SPECIAL EDUCATION: INSTRUCTIONAL MATERIALS

Finding Your Job. Finney Co. The Finding Your Job series of 360 monographs presents information for mentally handicapped, slow learners, and students with learning problems to help them prepare for specific jobs within their capabilities. Can be useful for people who do not wish to continue their education and training beyond high school, and for individuals who are reentering the work force.

Help Yourself to A Job (Parts I, II, and III). Yvette Dogin. Finney Co, 1974-76. Three workbooks written for junior-senior high school students. Designed for use in special classes by slow learners, students with special learning and behavioral problems, and the educable mentally retarded as well as for students in regular classes. ($1.50 each)

It's Easy to Be Liked. Anne V. McGravie. Finney Co, 1974. For average and good readers in the intermediate elementary grades as well as older students in special education classes studying about social behavior appropriate for the world of work. ($1.50)

The Job Box (Pacemaker Vocational Resource Module). Fearon Publishers, 1974. Vocational reference source for junior and senior high school special need students. Descriptions of 70 practical vocations are given, grouped into 7 major clusters. (Materials are written at a 2.7 reading level).

Pacemaker Vocational Readers. Fearon Publishers, 1976. Ten readers designed for junior and senior high school students with severe reading disabilities. They provide an access to learning about career opportunities in occupations that require little or no reading skill.

Your Money--Going or Growing. Bernard Schneider. Finney Co, 1974. An illustrated workbook with lessons including information and exercises about borrowing money, buying with cash or credit, bank services, insurance, etc. ($1.50)

SPECIAL EDUCATION: PROFESSIONAL MATERIALS

Career Education for Leisure Occupations. P. J. Verhoven, and D. Vinton. University of Kentucky, 1972. Hawkins and Associates, Inc, 719 Delaware Ave S. W. Washington, D. C. 20024; or U. S. Government Printing Office.

"Career Education for the Mildly Handicapped". Focus on Exceptional Chileren. G. M. Clark. February, 1974.

Career Education: A Handbook for Implementation. Olympus Research Corporation and Maryland State Department of Education. Olympus Publishing Co, 1972.

Career Education Materials for Educable Retarded Students: Project Price Working Paper No. 2. Greg Brown et al. Missouri University, Department of Counseling and Personnel Services, December 1974, 63 pp. Annotated bibliography of 150 commercially available career education materials for EMR students. Materials are grouped into three curriculum areas: daily living skills, personal-social skills, and occupational guidance and preparation (elementary, junior high, and senior high). (ED 104 067, EDRS price: MF-$0.76 HC-$3.32 plus postage.)

Career Education Learner Outcomes for Exceptional Children. Kentucky Department of Education Materials Center. Includes bibliography. (free)

Career Education Materials for Retarded Students. Portland, Oregon: Northwest Regional Educational Laboratory, May 1975. Compiled with the collaboration of the Hawaii Department of Education, this guide provides materials designed to help retarded students achieve basic work and social skills.

'Career Education Needs of Secondary Educable Students." Exceptional Children. D. Brolin, May 1973, 5 pp.

Career Education--Occupational Work Study. Prather & Gerstenmaier Associates, Massillon, Ohio: Curriculum Guide - grades 9-12. ($12.50)

Career Preparation and Exploration for the Special Needs Learner. L. Allen Phelps, and Ronald J. Lutz. Boston: Allyn & Bacon, 1977.

"Career Development: A National Priority." ETMR. D. E. Brolin. 12(1977): 154-56.

"Curriculum Adaptations for the Mildly Handicapped Secondary Students." Inservice Consultor. S. K. Boland. 3(1977): 1-50.

The Development and Testing of a Career Education Program Model in the Recreation, Hospitality, and Tourism Occupations Cluster for Educable Mentally Retarded Children and Youth: Final Report. The National Recreation and Park Association, 1601 n. Kent St, Arlington, VA 22209.

Educable Mentally Retarded-Career Education: A Selected Bibliography. Exceptional Child Bibliography Series, no. 682. Council for Exceptional Children, Reston, Virginia, Information Services and Publications, 1976. 20 pp. Annotated bibliography of career education for educable mentally retarded students. Contains 75 citations of documents or journal articles published from 1970 to 1975 (selected from the computer files of the Council for Exceptional Children's Information Services and ERIC). (ED 129 019, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Education and Rehabilitation Techniques. J. S. Payne, C. D. Mercer, and M. H. Epstein, 1974. Behavioral Publications.

"Exemplary Projects and Programs for the Career Development of Retarded Individuals." Education and Training of the Mentally Retarded. P. T. Cegelka. 12(1977): 161-63.

"The Expanding Federal Commitments to Vocational Education and Employment of Handicapped Individuals." Education and Training of the Mentally Retarded. L. A. Phelps. 12(1977): 186-92.

Guidelines for Employment Orientation Programs for Special Needs Students Finding a Job. A Secondary Education Curriculum for Educable Mentally Handicapped. Vocational Technical Curriculum Laboratory, Rutgers University, New Brunswick, N. J.

Guide to Jobs for the Mentally Retarded. R. O. Peterson. Pittsburgh: American Institute for Research, 1969.

Habilitation Personnel Training Project. 1974. Selected modules including Career Education, Adult Adjustment, and World of Work. Lawrence, Kansas: University of Kansas.

Hester Evaluation System, Goodwill Industries of Chicago, Thirty-two factor pure tests designed to assess a person's vocational abilities. Computerized system which gives a print-out reflecting a list of jobs which appear appropriate for the individual. Can be given to retarded.

"Instructional Materialism--Or How To Select the Things You Need." Teaching Exceptional Children. S. K. Boland. 8(1976): 156-58.

JEVS Work Samples, Vocational Research Institute, J.E.V.S., 1913 Walnut Street, Philadelphia, Pennsylvania. Twenty-eight work samples related to the Work Trait Groups in the Dictionary of Occupational Titles (DOT). Measures potential skills in

14 general industrial categories: assembly/disassembly, bindery, clerical, display and printing, electrical, industrial housekeeping, layout design and drafting, mailroom, mechanical, packing, etc. A battery for retarded is now being developed.

"Mainstreaming for the Secondary Educable Mentally Retarded: Is it defensible?" Focus on Exceptional Chilren. G. D. Clark. 7(1975): 1-5.

"Materials and Resources for the Career Development of Retarded Individuals." Education and Training of the Mentally Retarded. S. K. Boland. 12(1977): 163-64.

Occupational Information for the Mentally Retarded. L. V. Stablecker. Springfield, Ill: Charles C. Thomas Publisher, 1967.

Occupational Information for the Mentally Retarded: Selected Readings. Edited by L. V. Stahlecker, Charles C. Thomas Publisher, 1967.

Orientation to the World of Work (for Disadvantaged and Handicapped) Curriculum Development Center, University of Kentucky, Lexington, Ky.

Career Exploration (for Disadvantaged and Handicapped) Curriculum Development Center, University of Kentucky, Lexington, Ky.

"Personnel Preparation for Career Education of Handicapped Students," Don E. Brolin, Donald J. McKay, and Lynda L. West. Journal of Career Education 3, No. 3, (Winter, 1977), pp. 56-63.

Planning and Implementing Career Education for the Special Student with Emphasis on the Leisure Occupations. D. Vinton, B. D. Pantzer, R. M. Farley, and W. A. Thompson. University of Kentucky, 1976. Teacher's Manual: Hawkins and Associates, Inc., 719 Delaware Ave, S.W, Washington, D. C. 20024.

"Post School Adjustment of Former Special Education Pupils with Implications Revision." Exceptional Children, J. C. Dinger, April, 1961, 66, 353-360.

Project Discovery, International Headquarters Building, P. O. Box 789, 8th and Union, Bloomington, Indiana 47401. A series of career exploration packages and activities for junior high aged students designed to: (1) break down work activities into areas dealing with PEOPLE, DATA, or THINGS. (2) determine the function or interaction a student likes, (3) determines if certain products or activities are more satisfying than others, and (4) determines the preferred work environment. Disseminated by Phi Delta Kappa (see above for address).

Project Price. Career Education Materials for Educable Retarded Students. Working paper no. 6. Michael Malover, George Matyas, Jr., Missouri Univ., Columbia, College of Education; Missouri Univ., Columbia. Dept. of Counseling and Personnel Services. December 1975, 45 pp. Sponsoring agency: Bureau of Education for the Handicapped (DHEW/DE), Washington, D. C.

The document presents an annotated bibliography identifying resources and instructional materials that can assist teachers or counselors in helping retarded students acqurie the 22 PRICE competencies. Materials are organized according to competencies in three areas. (ED 118 890 95 CE 006 449, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Social Prevocational Information Battery (SPIB), CTM/McGraw-Hill, Del Monte Research Prk, Monterey, Calif. 93940. Nine tests designed to assess knowledge of skills and competencies considered important for the ultimate community adjustment of EMR students. The nine tests are directly related to five long-range goals of work-study or work-experience programs at the junior and senior high levels: employability, economic self-sufficiency, family living, personal habits, and communication.

Talent Assessment Programs (TAP), 7015 Colley Avenue, Des Moines, Iowa 50311. Ten manipulative tests designed to assess functional characteristics applicable to work in industrial, technical, and service occupations the tests are representative of occupational clusters ans related to specific job titles listed in the SOT and Occupational Outlook Handbook.

TOWER, ICD Rehabilitation and Research Center, 34o E. 24th St, New York, N.Y. 10010. Over 110 work samples covering 14 broad vocational areas: clerical, drafting, drawing, electronics assembly, jewelry, leathergoods, lettering, machine shop, mail clerk, optical mechanics, pantograph, sewing, workshop assembly, and welding. Can be modified for retarded and community needs.

"Trends and Issues in Career Education for the Mentally Retarded." Education and Training of the Mentally Retarded. B. J. D'Alonzo. 1977, 12(2), 156-158.

"Vocational Education in American Schooling." Inequality in Education, W. Norton Grubb. 1974, March. 5-18.

"Vocational Education's Contribution in the Career Development of Retarded Individuals." Education and Training of the Mentally Retarded. G. R. Weisenstein. 1977, 12(2), 158-160.

Vocational Preparation of Retarded Citizens. D. W. Brolin. 1976. Charles E. Merrill Publishing Company.

Vocational Rehabilitation of the Mentally Retarded. T. K. Daniel. 1974. Springfield, Ill.: Charles C. Thomas, Publisher.

"Vocational Success of Mental Retardates: Can We Predict It?" P. L. Sitlington. Unpublished manuscript and available from authr. Department of Special Education, University of Northern Iowa, Cedar Falls, Iowa 50613.

ELEMENTARY CAREER EDUCATION: INSTRUCTIONAL MATERIALS

Beginning Work Concepts - People Who Work. Scholastic Book Services. Unit 1, for grades K-3. In this unit the child's resource of imagination is expanded to introduce children to a variety of interesting jobs and the people who do them. Unit 1 explores the work of five people: a pediatrician, a baker, a park ranger, a factory supervisor, and a grandmother. Each Beginning Work Concepts Unit contains 5 sound/filmstrips. 5 sound tracks on records and cassettes, 5 hats, finger-puppets and a Teaching Guide/ Activity Book.

Beginning Work Concepts - People Who Work. Scholastic Book Services. Unit 2, for grades K-3. A continuation of Beginning Work Concepts, Unit 1. Five soun/filmstrips take children on additional job adventures including an architect visit, introduction to photography, a flight with a jet pilot, a pet shop owner shows animals, and a visit to an Iowa farm.

Bread and Butterflies. Bloomington, Indiana: Agency for Instructional Television, National Instructional Television, 1974.

Availability: The Curriculum guide is available from Kentucky Educational Television, 600 Cooper Drive, Lexington, Kentucky 40502. The Bread and Butterflies programs are broadcast on Kentucky Educational Television.

These materials were developed for age levels 9 to 12 and establish career development goals that are essential to future career choices and to an understanding of the economy itself.

This project consists of a comprehensive curriculum guide together with fifteen 15-minute color television programs, an informational program, an inservice teacher's plan, and related workshops. Programs produced are:

"Choosing Changes"
"Decision, Decisions"
"I Agree, . . . You're Wrong!"
"Me, Myself and Maybe"
"Our Own Two Hands"
"People Need People"
"Planning Ahead: The Racer"
"Power Play"
"School and Jobs"
"Work Means"
"The Way We Live"
"Taking Care of Business"
"Things, Ideas, People"
"Using Bread and Butterflies"
"About Bread and Butterflies"
"Success Story"
"Treasure Hunt"

But What About Me? Sandra Love; illus. by Joan Sandin. New York: Harcourt, 1976. 152 pp. Lucy finds her life totally disrupted when her mother decides to pursue a career. But eventually Lucy learns to appreciate the satisfaction her mother gains from working and then begins to plan on a career for herself. With expressive soft-pencil drawings. (Grades 4-6.)

Career Awareness K-6. 1973. Bulletin 734, Classroom activities. Texas Education Agency. $2.00.

Career Awareness: A Primary Introduction to Career Education. #C226-SAR. SVE, 1345 Diversey Parkway, Chicago, Illinois 60614. Self-understanding, skill awareness and decision-making skills are stressed; kit includes film-strips, recores, teacher's manual and student activity book. Primary grade levels. $99.50.

The City. Materials Center #910.09-MK 6836. Media kit dealing with the child's relationship to his neighborhood and to his city. Second grade level.

Community Careers for the Flannel Board. Paoli, Pennsylvania: McGraw-Hill (Instructo), 1975. To introduce and encourage the study of individuals functioning in the community, these flannel board figures can be used to represent various occupations familiar to children. Both men and women are shown in 27 roles, among them postal and factory worker, pharmacist, newscaster, engineer, forest ranger, detective, and farmer.

Complete Career Picture Kit Program # 793. Xerox Education Publications, Education Center, 1250 Fairwood Avenue, Columbus, Ohio 43216. Ten photo Career Picture Kit for each of the 15 job clusters designed by U.S. Office of Education. Teacher's Guide and activities for each kit. Intermediate grades. $29.95.

Complete Toward Affective Development Kit #7601. American Guidance Service, Inc., Publishers' Building, Circle Pines, Minnesota 55014. An activity-centered program designed to stimulate psychological and affective development. Grades 3-6. $90.00.

Dangerous Parallel. Scott Foresman, 1900 E. Lake Avenue, Glenview, IL 60025. Simulation game: nations negotiate with each other in an effort to avoid W.W. III. 6th grade level. $80.00.

Dig. Interact, Box 262, Lakeside, CA 92040. A simulation game of the archeological reconstruction of a vanished civilization. 6th grade level. $12.00.

Discovery. Interact, Box 262, Lakeside, CA [illegible]040. A simulation game of early American Colonization. 5th grade level. $12.00.

Duso Kit D-1 #5280. American Guidance Service, Inc., Publishers' Building, Circle Pines, Minnesota 55014. Kits of activities and materials designed to facilitate the social and emotional development of children. Kindergarten and lower primary. $106.00.

Duso Kit D-2 #5310. American Guidance Service, Inc., Publishers' Building, Circle Pines, Minnesota 55014. Kits of activities and materials designed to facilitate the social and emotional growth of children. Grade level 4. $104.00.

Ecopolis. Interact, Box 262, Lakeside, CA 29040. A simulation game of a community struggling to solve ecological problems. 5th & 6th grade levels. $12.00.

Elementary Career Education Activities: K-3. Mary Ann Aksamit et al. Cheyenne, Wyoming: Powell Public Schools, Wyoming State Department of Education, 1974. ERIC (ED 106 544). This curriculum guide is designed to integrate elementary school curriculum with career education concepts in the primary grades. The major objectives are to acquaint the students with careers in order to develop a positive awareness of an attitude toward work, to appreciate the contributions that they can make, and to develop basic skills for entry into the work world. Various occupations are examined at each grade level. Each occupational area contains a list of suggested activities, suggested resource people and field trips and audio-visual materials.

Elementary Career Education Activities: Grades 4, 5, and 6. Gary Becker et al. Powell, Wyoming: Powell Public Schools, 1974. ERIC (ED 106 545). Curriculum guide designed to integrate elementary school curriculum with career education concepts. The major objectives are to acquaint the students with careers in order to develop a positive awareness of and attitude toward work, to appreciate the skills for entry into the work world. Various occupations are examined at each grade level. Each occupational area contains a list of suggested activities, suggested resource people and field trips and audio-visual materials.

Elementary Career Education Handbook. DesMoines Independent Community School District, 1974. A handbook designed to assist principals and teachers in planning and implementing career education in their schools. It contains models, charts and graphs, illustrations, games and activities, objectives, questions and answers, lesson plans, bulletin board ideas, etc.

Elementary Career Education Handbook Series. Career Education Office, Brown Education Center, 675 River City Mall, Louisville, Kentucky 40202. (502) 581-5630. Barbara Preli, Program Director.

An Elementary Guide in Career Development K-2. Minnesota Instructional Materials Center.

An Elementary Guide in Career Development 3-4. Minnesota Instructional Materials Center.

An Elementary Guide in Career Development 5-6. Minnesota Instructional Materials Center.

Explore. Scholastic Book Services, 904 Sylvan Avenue, Englewood Cliffs, New Jersey 07632. A three unit series designed for grades 4-6 to help students begin their investigation into working. The units are composed of filmstrips, student logbooks, and teaching guides. Unit 1 (Work? Play?) presents hobbies, part-time jobs, extra-curricular work in school, after-school clubs, etc., as stepping stones to careers. ($99.50) Unit 2 (Who? What? When? Why?) is a four-part study of personalities, skills, training, and attitude through 16 different interviews. ($99.50) Unit 3 (Career Connections) contains practical ideas for turning what one does for fun into a career. ($99.50)

Explorers I. Simile II, 218 Twelfth Street, P.O. Box 910, Del Mar, CA 94014. Simulation game: students form exploring teams and search for land in an unknown sea. 4th-6th grade levels. $10.00.

Finding Out About Jobs: TV Reporting. "Finding Out" series. Jeanne Bendick and Robert Bendick. Illus. by Jeanne Bendick. New York: Parents' Magazine Press, 1976. 64 pp. An introduction to the career to TV news reporting, written from a non-sexist viewpoint. Discusses the function and responsibilities of the many jobs in the field (anchor-person, reviewer, news analyst, etc.). Includes a glossary and suggestions for classroom activities related to reporting. (Grades 3-6.)

Humanus. Simile II, 218 Twelfth Street, P.O. Box 910, Del Mar, CA 92014. Simulation game in which students participate as "survival cell" group members, the only known survivors of a world-wide catastrophe. 4th-6th grade levels. $10.00.

The Kingdom of Could Be You. Encyclopedia Brittanica, Educational Corporation. Fifteen films dealing with the fifteen occupational clusters.

Lollipop Dragon - Adventures in Self-Awareness: The Me I can Be! #CM-81. SVE. Kit contains filmstrips, 50 activity cards, poster, 50 duplicating masters. This module introduces a process of valuing involving decision-making, promotes a sense of self-worth and dignity and helps students ecome aware of the values of others. Primary grade levels. $120.00.

The Most Important Person: A Multimedia Program for Children. Encyclopedia Britannica Education Corporation, 1972. The goal of the Identity unit of this series is to develop career awareness and self-assurance in the young child. Lessons within the unit concentrate on a specific area of thought: for example, "What Do You Want To Be?" encourages children to consider vocational roles. "I'm the Only Me!" helps establish one's individuality, and "How Do We Look?" supports a positive self-image. These multi-media materials (a record, a song card, movies, and posters) involve the student physically and mentally in various individual and group activities.

Now You Know About: People at Work #81101. Encyclopaedia Britannica Educational Corporation. Books, cassettes; children practice reading skills while surveying a wide variety of available careers and the skills required to pursue them. Good for using as a learning station. 2nd-3rd grade levels. $69.50.

Occupational Word Games. James L. Lee. Educational Media Corporation, P.O. Box 847, Madison, Wisconsin 53701. An adaptation of two pastime activities--Word Scrambles and Word Matching. Designed for upper elementary. (n.d.) (Pad of 50 sheets - $3.50.)

Our Helpers: 12 Play People in the Community. Springfield, Massachusetts: Milton Bradley, 1974. This set contains 12 stand-up figures which represent workers performing jobs in the community. The figures include male and female police officers, postal workers, nurses, construction workers, and executives. The purpose is to help young children realize that most jobs are accessible to both men and women. For use in a discussion or as puppets in a show about careers.

People at Work Kit. King Features. An audio-visual approach to the world of work for elementary school students. The following subject areas are explored: The Comic Book, The Filmstrip, and the Newspaper. Component parts included within each subject area are: one filmstrip, one cassette, three descriptive charts, one teacher's guide, and one study manual. ($62.50)

Rafa' Rafa'. Simile II, 218 Twelfth Street, P.O. Box 910, Del Mar, California 92014. A cross-cultures Simulation game dealing with the meaning of culture and showing how easy it is to develop counter productive attitudes, mis-perceive events, and communicate poorly when interacting with another culture or subculture. 4th-6th grade levels. $15.00.

Semi-Skilled Careers Kit. Careers, Inc. One hundred-fifty career briefs, summaries, and job guides on semi- and unskilled jobs. Grade levels 5 & 6. $45.00.

Sesame Street Career Awareness #7860. Central School Supply Co., 4100 Eastmoore Rd., Louisville, KY. 4 colorful bulletin board games that involve children in a broad range of curriculum areas. Primary grade levels. $6.50.

Sesame Street Look Inside Puzzles #205. Central School Supply Co., 4100 Eastmoore Rd., Louisville, KY. Colorful puzzles which help children discover relationships. Titles include - "People in Your Neighborhood", "Goin' for a Ride" and "Where Do Things Come From?". Kindergarten. $4.00 each.

T.A. for Tots Coloring Book. Alvyn Freed. Sacramento: Jalmar Press, Inc., 1976. $1.95.

T.A. for Tots and Other Prinzes. Alvyn Freed. Sacramento: Jalmar Press, Inc., 1973. $5.95.

Tales of the Wise Old Owl. SVE. Sets of filmstrips which promote reading development, social awareness, and an appreciation of human values. Kindergarten - first grade levels. $81.00.

When I Grow Up, I Want to Be #171. School Supply Co., 1253 Industry Rd., Lexington, KY 40505. Contains felt figures of man/woman and clothing for thirty-six occupations. Good for language development, career study, and special education, kindergarten and primary grade levels. $8.95.

WORK - Widening Occupational Roles Kit. #5-2950, Science Research Associates, Inc. Numbered work briefs and various occupations. Each brief has identifying color band that helps keep the set in order. Grades 5 & 6. $123.50.

ELEMENTARY CAREER EDUCATION: PROFESSIONAL MATERIALS

Building Self-Esteem: A Necessary Process for Maximal Career Exploration. Marion E. Rampel and William C. Bingham. N. Y. State Department of Education, Albany, N. Y. 1975.

Career Education. Charles Pryor. Peoria Public Schools, 1974. Describes the career education program undertaken in the public schools of Peoria, Illinois (K-8). Includes details of funding, goals, objectives, how the program progressed, and evaluation.

Career Education and the Elementary School Teacher. Kenneth B. Hoyt, et al. Olympus Publishing Co, 1973.

Career Education in The Elementry School. ABLE Model Program, Northern Illinois University, DeKalb, Illinois: Walter Wernick, Director

Career Education in the Elementary School. Appalachian Regional Commission, Washington, D. C. and the College of Education, Division of Media Services, University of Kentucky, 1977. A series of 12 half-hour color videotaped instructional units with accompanying ancillary and testing materials, designed as inservice training in career education for teachers, guidance personnel and administrators in grades K-6. Information provided to acquaint staff with concepts and philosphy of career education and with the major principles and practices of career education in an elementary school setting. Titles: The Concept of Career Education; A Complete Career Education Program; Job Clustering: A Tool for Career Education; Integrating Career Education into the Curriculum; Total Curriculum Integration; The Collection and Utilization of Instructional Materials; Community Resources; Implementation Strategy (for the school system); Attitudes About Change; Dealing with Educational Change; Special Interests and Career Education; The Rewards of a Comprehensive Career Education Program. The infusion of career education into the total school curriculum is emphasized. The ancillary/laboratory materials, including both group and individual activities, are designed for participant completion. Testings for participants progress in content areas are also available. ICopmlete set of 12 video tapes--$422.40--preview copies available; ancillary/laboratory materials--$6.50; pre-test mid-term test, post-test--$2.50). (NOTE: For video tape information, contact ETV Services, Chautauqua County BOCES, 9520 Fredonia, Stockton Rd. Fredonia, New York 14063).

Career Education: Guidance In The Elementary School. George C. Hill. Information Series No. 90. Columbus: ERIC Clearinghouse on Vocational and Technical Education, 1973.

Elementary Dictionary of Occupational Titles. Oklahoma State Department, Vocational and Technical Education, 1974. Manual containing the qualifications for over 250 occupations (entry level, skilled, technical, and professional) in the 15 clusters defined by the USOE. Designed for pupils in upper elementary grades (with reading level determined by "Dale-Chall Readability Formula.") Occupations described in terms of general description of duties, history and future, work environment, training and education, qualifications, and advantages and disadvantages. ($3.50)

For Those Developing World of Work Resource Units for Elementary School Teachers, ABLE Model Programs, Northern Illinois University, KeKalb, Illinois: Walter Wernick, Director, 1972.

Project People Peoria-Career Awareness and Exploration. Chester W. Dugger and Charles V. Pryor. A booklet written by teachers for teachers to help integrate career education in Peoria Public Schools throughout the school curriculum (K-8). 1972.

Teacher's Guide to Career Education: Primary Grades. Volume 6. Deborah L. Plumley and James A. Dunn. Prepared by the American Institute of Research, Palo Alto, California for the Bureau of Adult Vocational and Technical Education, U. S. Office of Education, Washington, D. C. 1974. 229 pp. (Available from the American Institute of Research.)

Teacher's Guide to Career Education: Upper Elementary Grades: Volume 7. Deborah L. Plumley and James A. Dunn. Prepared by the American Institute of Research, Palo Alto, California for the Bureau of Adult, Vocational and Technical Education, U. S. Office of Education, Washington, D. C. 1974. 253 pp. (Available from the American Institute of Research.)

Teaching for Career Development in the Elementary School. Walter Wernick. Charles A. Jones Publishing Co, (May be available only in libraries.)

World of Work--Career Awareness Development Program For the Elementary Grades. Gerry P. McGinley, Reno: University of Nevada, 1971-72.

JUNIOR HIGH CAREER EDUCATION: INSTRUCTIONAL MATERIALS

Always Movin' On: The Life of Langston Hughes. James S. Haskins. New York: Watts, 1976. 117 pp. To put the feelings of the blues and jazz into words was one ambition of black author Langston Hughes. Throughout his travels and his many occupations, he absorbed life and studies people and societies. He told of his findings in poems, plays, stories, and novels which, taken together, create a portrait of ordinary, heroic American blacks. (Grades 6-9)

Career Decisions: Finding, Getting and Keeping a Job. J. C. Penny, New York, 1971. Kit contains transparencies that show job responsibilities in actual work situations and that provide discussion questions. Student worksheets accompany a record and three filmstrips on self-awareness and getting a job. Also contains descriptions of clerical jobs and sample application forms for students to complete.

Career Development: Education for Living. J. C. Penny, New York, 1974. Kit contains materials for learning experiences to help the user identify work values, aptitudes, and skills. Also includes activities on self-awareness as related to career experiences. These experiences are simulated through: (1) filmstrip introducing work concepts and values, (2) case study which requires students to choose skills, interests, and aptitudes and (3) action awareness exercises which introduce self- and career-awareness. (MG-JH)

Career Discoveries, McGraw Hill Book Company. Six programs using filmstrips: People Who Create Art; People Who Help Others; People Who Make Things; People Who Work in Science; People Who Organize Facts; People Who Influence Others. (JH)

Career Exploration (Construction Cluster Teacher Manual). State Department of Education, 2500 N. Lincoln, Oklahoma City. A twelve week curriculum module for career exploration. Units of instruction have been developed in the following areas: Design, Land Development, and Fabrication and Installation (including forms, masonry, wood frame construction, electrical wiring and plumbing). Instructional materials including objectives, transparency masters, assignment sheets, tests, and references are presented. ($10.00)

Career Exploration: Suggestions for Teachers. Prepared by the University of Kentucky, Lexington, Kentucky, Vocational Education Curriculum Development Center for the Bureau of Occupational and Adult Education, Washington, D. C., 1974. Handbook for junior high school teachers involved in career education includes an overview, strategy for curriculum development, strategy for teaching, and sample units and plans. Examples of teacher developed units demonstrate an approach to integrating career education and academic areas of mathematics, sociology, English, fine arts and humanities, social studies, and geography. (Available from Kentucky Department of Education Materials Center, Frankfort.) (free)

Career Exploration--A Guide for Teachers of a Course in Career Exploration. Grades 8, 9, 10. Oklahoma State Department of Education. Exploration is divided into 4 units, each having objectives, activities, evaluation procedures and resources. $1.75.

Career Exploration in Earth Sciences. Ohio State University, Center for Vocational Education, 1974. (7-12)

Career Exploration in the Life Sciences. Ohio State University, Center for Vocational Education, 1974. (6-10)

Career Exploration in the Physical Sciences. Ohio State University, Center for Vocational Education, 1974. (8-12).

Career Exploration (Transportation Cluster Teacher Manual). Oklahoma Department of Education, 1974. A nine-week curriculum module for career exploration. Units of instruction have been developed in the following areas: history, land, aerospace, water transportation, and transportation in the future. Instructional materials include objectives, transparency masters, assignment sheets, tests, and references. ($10.00)

A series of books on specific careers discuss the varied occupations available in the content area, what further education or training may be needed for the occupations, and how to get a job. Included are the following titles (Messner)

Careers in the Earth Sciences. Reed Millard and the editors of Science Book Associates. 1975.

Careers in Environmental Protection. Reed Millard and the editors of Science Book Associates. 1975.

Your Career in Law Enforcement. Robert A. Liston. 1975.

Careers in Consumer Protection. Sterling McLeod and editors of Science Book Associates. 1974.

Career Choices in Psychology. Sarah Splaver. 1976.

Careers in Elective Government. Robert V. Doyle. 1976.

Your Career in Interior Design. Robert V. Doyle. 1975.

Your Career in Parks and Recreation. Virginia McCall and Joseph R. McCall. 1976.

Challenging Careers in Urban Affairs. Sterling McLeod and editors of Science Book Associates. 1976.

Careers in Horticultural Sciences. Dorothy Dowdell and Joseph Dowdell. 1975.

Careers in the Health Field. Essie E. Lee. 1974.

Your Career in Teaching. Dorothy Dowdell and Joseph Dowdell. 1975.

Curriculum Guides for teachers:
Orientation to the World of Work
Exploring Careers in Marketing and Distribution. Practical Arts Education Unit, Kentucky. Guides to be used by teachers of Consumer Homemaking and related occupations, the world of health, agri-business. communication and media, transportation, construction, business and office, and natural resources and environment occupations.

Career Maturity Activities. Minnesota Instructional Materials Center. A comprehensive teacher-advisor manual, complete with student activities at the junior high level. Series of curriculum booklets--science, social studies, art, home economics, industrial education, mathematics and language arts.

Careers for All. Muriel Stanek and Joseph L. Gehrman. Westchester, Illinois: Benefic, 1974. Series of textbooks, designed to acquaint students with the real world of work,, is aimed at helping them identify their values, skills, and interests at an early age, before they have to make career choices. Series consists of three books: Alike and Different, Interests and Choices, and Plans and the Future. Each has a job reference guide and a glossary. (MG)

Careers in Aviation in the Sky and on the Ground. Bob McGonagle, and Marquita McGonagle. New York: Lothrop, 1975. 96 pp. Illustrated with photographs. The job of pilot is only one of many in the field of aviation. Among them are traffic controller, dispatcher, and weather specialist. Information is included on education and training required, work environment, and advantages and disadvantages of each job. An appendix lists additional sources of information, aptitudes and school subjects needed, and aviation-related activities. (MG-JH)

Deciding and Deciding: A Leader's Guide. H. B. Gelatt, Barbara Varenhorst, and Richard Careyl. College Entrance Exam Board, 1972. (Student booklet). A course of study to teach students (grades 7 through 10) how to make decisions about themselves, their education, and their future. (JH-up $2.50; Leader's Guide $2.00)

Discovery. Scholastic Book Services. A career-attitudes program for grades 7-10. Through filmstrips, students meet 49 people doing their usual day's work. These people discuss how they got their jobs, why they wanted them, and what abilities and jobs require. Discovery uses full-color, sound/filmstrips and a classroom set of Career Logbooks to help students outline their abilities and interests. (8 sound/filmstrips, 30 student logbooks, $169.50.)

Exploring Careers in Child Care. 5th ed. Bloom, Hauenstein, Krathwohl, and Masia. Bloomingdale, Illinois: McKnight, 1974. 220 pp. Taxonomies of education objectives are used as the basis for this book, which sets forth a program of general knowledge to create attitudes and develop skills in the area of child care. A teacher's guide contains objectives to be achieved in each assignment. Text reading material provides information needed to carry out activities listed in a companion volume. Can be used as a 9-week, 12-week, or semester course. (JH-HS)

High School Course Selection and Your Career. Filmstrips and Records. Guidance Associates, 1967. $37.50.

Here is Your Career: Veterinarian. Frank Stilley. New York: Putnam's 1976. 156 pp. As an introduction to veterinary medicine, Stilley interviews veterinarians, explains the work of farm, zoo, private, marine, and wildlife vets, and discusses veterinary research and development. Concepts of both healing and death are treated realistically, and many aspects of a vet's functions are covered. Illustrated with black and white photographs. Lists of colleges offering courses in veterinary medicine appended. (Grades 6-9)

I Want A Job. Transparencies. United Transparencies Inc. $25.00

It's Your Life. James J. Pancrazio. Benefic, 1975. 251 pp. Development and improvement of one's psychological health is the objective of this textbook. Cartoons, hypothetical dialogues and case studies encourage constructive thinking about perceptions, self-knowledge, communication, change, drugs, love, and planning for the future. The importance of all these in making career decisions is emphasized throughout. (JH)

Job Experience Kits. John D. Krumboltz. Work-simulation experiences in 20 representative occupations. Task materials and pads of 30 answer sheets are available for the following occupations: accountant, appliance service worker, auto mechanic, beautician, carpenter, designer, drafting technician, electronics technician, elementary school teacher, lawyer, librarian, medical technologist, motel manager, plumber, police officer, salesperson, secretary, truck driver, veterinarian, and X-ray technician. (n.d.)

The Job You Want—How to Get It. Walter L. Blackledge, Ethel H. Blackledge, and Helen J. Keily. "Career Information", series. South Western, 1975. 92 pp.

Junior High Career Education Handbooks For: Public Service, Hospitality and Recreation, Fine Arts and Humanities, Marketing and Distribution, Business and Office, Environment, Health, Communication and Media, Consumer and Homemaking Education. Des Moines Independent Community School District.

Nontraditional Careers for Women. Splaver, Sarah. New York: Messner, 1973. 223 pp.

Prepare for a Career in Radio and Television Announcing. Bob McGonagle and Marquita McGonagle. Lothrop, 1974. 94 pp. Radio staff announcer, news commentator, sportscaster, and wire service correspondent are among the many careers discussed in this book. Besides descriptions of the jobs and where to find them, the authors have included career preparation hints; for example, requirements for training and education, use of equipment, resume preparation, and audition tape production. (MG-JH)

"Reading Skills/Career Education." Robert A. Carter, et al. Westchester, Illinois: Benefic, 1975. Designed to teach reading skills and career awareness at the same time, this set contains stories, projects for independent study, and exercises in both reading and job selection. Set includes two books, This I Can Be and People and Me, with teacher's guide for each.

Real People at Work. Washington, D. C.: Kiplinger, 1974-75. The reader gets a sample of what the specific jobs within each of 10 career clusters entail. For example, within the "Communications" cluster, under "Educational Services," is a booklet about the work of a children's librarian. Under "Distribution" in the "Business and Commerce" cluster, a booklet tells about a day in the life of a market researcher. Illustrated with photographs of people on the job. "Career Questions" and "Special Words" appended. (MG-JH) (EMC: Metallurgical Technician, Market Researcher, Welder, Pest Controller, Children's Librarian, Supermarket Cashier, FDA Investigator).

Rod Carew: Master Hitter. Bill Libby. "Sports Shelf" series. New York: Putnam's, 1976. 127 pp. This biography of Rod Carew, one of baseball's all-time greats, is part of Libby's "Sports Shelf" series. The story follows Carew's life from the time he was a poverty-stricken boy until he won fame playing for the Minnesota Twins. (Grades 5-8).

SRA Specimen Set: What Could I Be, What I Like To To, and Introducing Career Concepts I & II. Chicago: SRA 1974-75. Objective is to create career awareness and help students identify their own interests, curricular and career preferences, and abilities. Concepts I & II were designed for grades 5-9 to focus on decision-making through exploration. Bibliography of career books appended in What Could I Be? (MG-JH)

Vocations in Trade. Arthur Liebers. Lothrop, 1973-74. You Can Be an Electrician, You Can Be A Plumber and You Can Be a Carpenter are informative books written on an easy-to-read level that give thorough treatment to each career. Along with many black and white photographs showing both men and women at work, there are diagrams of machines and tools, sample aptitude tests, lists of training schools, sources of additional information, and descriptions of apprenticeship programs. With glossary and list of Civil Service Commission offices. (MG-JH)

JUNIOR HIGH CAREER EDUCATION: PROFESSIONAL MATERIALS

Career Center Filmstrips: Junior High School Career Center, High School Career Center. Thomas J. Jacobson, Ph.D., 5945 Highgate Court, La Mesa, California 92041, 1974.

Career Development Needs of Thirteen-Year-Olds: How to Improve Career Development Programs. Roger F. Aubrey. NACCE, U. S. Government Printing Office,

Career Education in the Middle/Junior High School. Kenneth Hoyt, et al. Olympus Publishing Co. 1973.

Career Investigation: Middle Schools. Bulletin No. 735, Austin, Texas: exas Education Agency, 1973. Prepared by a developmental committee composed of representatives of local school districts, regional education service centers, and career education research projects, it was designed to assist classroom teachers in integrating career education into the existing program. ERIC (ED 106 558)

Experimental Study to Determine the Impact of Career Maturity and Attitudes Toward School of Junior High School Students in Bullitt County. Kentucky Department of Education Materials Center. (free)

Teacher's Guide to Career Education: Middle School Grades: Volume 8. Deborah L. Plumley and James A. Dunn. Prepared by the American Institutes for Research, Palo Alto, California for the Bureau of Adult, Vocational and Technical Education, U. S. Office of Education, Washington, D. C., 1974. 253 pp. (Available: American Institute for Research.)

SECONDARY CAREER EDUCATION: INSTRUCTIONAL MATERIALS

Aim High Vocational Guidance Series. Richards Rosen Press, Inc. 1967-76. A series of 21 books, each written by an expert in the field, providing job guidance for students not pursuing their education beyond high school with special considerations given to the high school dropout. (Approximately $4.80 each)

Audio visual Instruction in Job Planning, Acquisition, Success. Wisconsin Vocational Studies Center, University of Wisconsin-Madison. 1976. Includes unions and professional organizations, job education. 18 modules.

Career Choice and Career Preparation. William John Schill and Harold Edwin Nichols. 1970. Designed to answer questions about occupations and educational programs through a progressive question and answer activity. Occupational information includes job descriptions, employment outlooks, salaries, sources of additional information, etc. The Interstate Printers & Publishers, Inc. ($5.95--two or more, $4.75 each)

Career Core Competencies. A cooperative work-experience program. Consists of components such as "Schools and Careers", "Knowing Yourself", "Making Decisions Work", sound filmstrips, audio cassettes, manuals, guidance instruments. Gregg/McGraw-Hill Book Co.

Career Decision-Making Program. 1977. The program consists of the Career Information System (CIS) and Exploring Career Decision-Making (ECDM). The CIS is a means of organizing, indexing, and filing career information resources. Materials include a Worker Trait Group Keysort Deck, filmstrips, activities booklet, Worker Trait Group Guide, School Subject-Occupational Index, and preprinted file cards. The ECDM consists of 15 career guidance units appropriate for a course or individual use. Units deal with career awareness, decision-making, work activities, occupational exploration, and career planning. A series of filmstrips and cassettes, McKnight Publishing Company.

Career Education: Agribusiness and Natural Resources Occupations Competence: Outlines, Materials and Lesson Plans for Teaching Career Development Courses. John D. Hartz, Jan L. Novak, and Susan J. Kosmo, editors. 1977. Desighed for use by university instructional staff in developing/inaugerating a career development course or program for preservice training of counselors and vocational teachers. A media supplement lists supportive resources. Wisconsin Vocational Studies Center, University of Wisconsin-Madison. (Curriculum Materials, $18; Media Supplement $2.)

Career Information Unit for Distributive Education Student Handbook. 1973. Series of student activities in each marketing taxonomy sub-classification that enable students to explore various marketing careers. Teacher Handbook available. Distributive Education Materials Laboratory, Columbus, Ohio.

Career Maturity Activities. Minnesota Instruction Materials Center. A package of 14 career development activities focusing on student assessment. Series of curriculum booklets in various areas of art, English, social studies.

Career Preparation: Suggestions for Teachers. Elsie Kennedy, 1974. Practical suggestions for the classroom teacher. Kentucky Department of Education Materials Center. (Availability: ERIC ED 098 412.)

Careers in Agriculture. Robert B. Carlisle. 1976. A student resource unit developed for teaching career education materials to high school students emphasizing agriculture. Instructional Materials Laboratory, University of Missouri-Columbia, 10 Industrial Education Building, Columbia, MO 65201.

Career Search: A Personal Pursuit. Elwood N. Chapman, 1976. 144 pp. An easy-to-follow, 10-step system for making career choices. A teacher's guide describes how the book can be used as a career guidance text, as a classroom project, or as a resource for independent study. Chicago, SRA.

Clerical Techniques for a Business Career. A. Jack Kestenbaum. 1975. 313 pp. Although filing is emphasized, inforamtion is provided on many kinds of clerical techniques and procedures and how they are applied on the job. Various jobs--bank clerk, dental assistant, mail clerk, receptionist, telephone operator, etc.--are described with information on requirements, duties, training, and salaries for each. Allyn & Bacon. (HS)

College Questions Preparing Jewish and Other Minority Parents and Youth. S. Norman Feingold, Joel H. Goldberg, Patricia Houtz and Fae E. Hoffman. 1973. B'nai B'rith Career and Counseling Services. $2.00.

Concise Handbook of Occupations. 305 of the most popular jobs in today's economy. J. G. Ferguson Publishing Co, $9.50.

Counselor's Information Service. A quarterly annotated bibliography of current literature on educational and vocational guidance. Offers publications on various careers, schools and colleges, guidance materials, adult education, and handicapped and rehabilitation sounseling. B'nai B'rith Career and Counseling Services. (Subscription rate--$9.00 per year.)

Curriculum Project 9-12 for Language Arts, Art, Foreign Languages and Social Studies with Career Education Infusion Activities. 1976. A curriculum project for the secondary level to illustrate career education infusion activities in language arts, history, foreign language, and art. Objectives; small group, large group, and individual activities; evaluation guides; and resources are included for lessons. Board of Cooperative Educational Services, Allegany County, 6 South Street, Belmont, New York 14813.

Decisions and Outcomes and Decisions: A Leader's Guide. H. B. Gelatt, Barbara Varenhorst, Richard Carey, and Gordon P. Miller. 1973. A program of materials designed for senior high school students, college students, and adults to help them learn decision-making skills. College Entrance Examination Board. (Student booklet--$2.50, Leader's Guide--$3.00.)

Employability Skills Handbook--Senior High. 1975. Designed to provide the student with basic knowledge of necessary skills required in career placement including personal evaluation; career selection; locating, securing and holding a job; and writing job resumes. Des Moines Independent Community School District, 1800 Grand Ave., Des Moines, Iowa 50307.

Essential Aspects of Career Planning and Development. J. C. Atherton and Anthony Mumphrey. 1977. The Interstate Printers & Publishers, Inc. ($9.75; two or more $7.80 each.)

Exploring Careers in Business. Richard C. Lacy. 1974. A curriculum guide for Business and Office Education for exploration of careers in business occupations. Objectives, activities, handouts, evaluation materials, and transparency masters are included. Instructional Materials Laboratory, University of Missouri-Columbia, 10 Industrial Education Bldg., Columbia, MO 65201.

Exploring Occupation in Agribusiness and Natural Resources. Samuel M. Curtis and Robert J. Mercer. 1976. 152 pp. The student is introduced to, and encouraged to explore, 28 jobs in the field of agribusiness and natural resources. The program uses books, filmstrips, and cassettes. McGraw-Hill Book Co.

Exploring Professional Cooking. Mary Frey Ray and Evelyn Jones Lewis. 1976. 375 pp. Various levels of work are discussed from beginning jobs open to the inexperienced to high level managerial positions. An activity book reinforces the material covered. Chas. A. Bennett Co, Inc.

Finding Part-Time Jobs. S. Norman Feingold and Harold List. 1971. 59 pp. Science Research Associates, Inc.

Focus on Careers. #5103-0. Describes a variety of home economics careers. American Home Economics Association. $4.00.

Free to Choose: Decision-Making for Young Men. New York: Delacorte, 1976. 261 pp. Similar to its companion book for young women, this volume seeks to make young men aware of the choices they must make and how to decide among alternative courses of action. It shows that stereotypes can be broken to achieve individuality. Marc Fasteau, Warren Farrell, and Douglas Dillenback are among the contributors. Includes bibliographies. (Grades 9-12).

Handbook of Job Facts. Carole J. Lang. 134 pp. Consisting of a detailed chart describing duties, education, training, special qualifications, percentage of men and women employed, advancement potential, earnings, and outlook for 300 occupations, this book is designed to help the job hunter. For each occupation the chart also has a code number as a guide to additional information that may be found in SRA's Widening Occupational Roles or Occupational Exploration kits. (HS-up) Chicago: SRA.

Home Economics as a Profession. 2nd ed. Mildred Thurow Tate. 1973. McGraw-Hill Book Co.

How to Get a Job and Keep It. Dorothy Y. Goble. 1975. 63 pp. Designed to help career seekers locate, apply for, keep, and advance in a job, this booklet teaches the reader how to present himself well, follow written illustrations, fill out standard forms, and earn a promotion. (HS-up) Steck-Vaughn, Austin, Texas.

How to Find and Apply for a Job. 3rd ed. John A. Kushner and Helen J. Keily. "Career Information" series. 1975. 69 pp. Purpose of this book is to help the reader know himself and learn good techniques for seeking and applying for jobs. South-Western Publishing Co. (HS-up)

Job Application and Interview. Richard C. Lacy and O D. Park. 1975. A publication written to assist the instructor in the area of career education. Nine instructional units are presented: 1) Why Work?; 2) Career Opportunities; 3) Occupational Information; 4) Self-Evaluation; 5) Letter of Application and Application Blank; 6) Job Interview, Tests, and Forms; 7) Money Management; 8) Job Success Factors; and 9) Job Promotion and Advancement. Materials were primarily written for Business and Office Education, however, it is suggested that the materials are readily adaptable to the other vocational areas: Agricultural Education, Distributive Education, Home Economics Education, and Industrial Education. Materials include objectives, activities, handouts, evaluation, transparency masters, etc. Instructional Materials Laboratory, University of Missouri-Columbia. 10 Industrial Education Building, Columbia, MO 65201.

Jobmaze - Career Education Activities for Subject Area Teachers. Peter Finn and Jane Lawson. 1975. Activities were developed in the subject areas of social studies, English, mathematics, science, art, driver's education, foreign language, and physical education. Included are resources available within a community and some effective teaching ideas for career education which include role playing, games, field trips, interviews, polls, small group discussion, peer teaching, independent study, research and reports, and volunteer work. The National Institute of Education, U. S. Department of Health, Education, and Welfare, Washington, D. C.

Knowledge Needed to Obtain Work (KNOW). Thomas J. Jacobson, 1973. Overhead transparency program that illustrates how to select a job and apply for it. Consists of 64 transparencies. Available with Spanish text. Handout wallet cards with key statements from each transparency for individual's future reference are also available, both in English and Spanish. (Grades 9-up) SRA.

Life Career. Saranne S. Boocock. Participants in this game make plans for their future with regard to occupation and education and develop understanding about career decisions, life style, educational and occupational opportunities. Western Publishing Co.

Metrics in Career Education. John R. Lindbeck, 1975. 103 pp. Lindbeck considers training in the metric system essential for many careers and for consumers of the future. He discusses eight career groups, the impact of metrics on them, and the need for expertise in measurements in each. "Metric Learning Activities" are included. Chas. A. Bennett Co., Inc.

Non-traditional Careers for Women. Sarah Splaver. 1975. Julian Messner ($5.79)

Non-traditional College Routes to Careers. Sarah Splaver. 1975. Julian Messner. ($6.29)

Occupational Orientation, Secondary Level, Part 2. Mary Elizabeth Scheil. 1973. Curriculum Bulletin No. 73. Guide is published by Houston Indep. School Dist. for teacher use in developing career education and career awareness in the classroom. Five occupational clusters (construction, manufacturing, transportation, agri-business and natural resources, and marine science) are used to develop career awareness for the high school student. Each cluster includes behavioral objectives and instructional procedures for the teacher. A series of job descriptions using newspaper articles, interviews, and cartoons provide resource material for the teacher and the student. A list of addresses is supplied for those wishing sourdes for further study. Houston Independent School District, Houston, Texas. (ED 094 239)

Occupational Preparation in Hospitality and Recreation. Benaree Wiley, Robert Tobin, et al. 1976. A teacher's guide/student materials designed to provide students with skills specific to obtaining employment in the field of hospitality and recreation. (Another curriculum, entitled Career Exploration in Hospitality and Recreation, is intended to precede occupational preparation activities and develops student career decision-making skills within the context of the hospitality and recreation field.) Contract Research Corporation, 25 Flanders Road, Belmont, Mass. 02178.

On the Job Training and Where to Get It. Robert A. Liston. 1976. Julian Messner. ($7.29)

Opportunity. Filmstrip programs for grades 9-12 and students going on to college or entering the job market. Program offers information and practice in employment activities. Scholastic Book Service.

Other Choices for Becoming a Woman: A Handbook to Help High School Women Make Decisions. Joyce Slayton Mitchell. Rev. ed. New York: Delacorte, 1976. 258 pp. Recognizing the need for help and guidance on problems encountered during adolescence, Mitchell talks straightforwardly about adult choices high school women must make. Sexual, spiritual, educational, and career choices are covered in articles by such contributors as Margaret Mead, Jean Stapleton, and Dr. Kenneth B. Hoyt. Includes bibliographies. (Grades 9-12)

People At Work Library. An audio-visual approach to the world of work for high school students. The following subject areas are explored: The Comic Book, The Filmstrip, The Newspaper, The Bakery, Toys and Dolls, and Bubble Gum. Components for each subject area include 10 study manuals, a teacher's guide, a filmstrip and a cassette. King Features. ($189.50)

Planning Ahead for Career Choice. Dorothy J. Jackson. 1976. A career decision-making mini-course designed for use at the senior high school level. The model and mini-course provide a strategy and curricular materials to aid 10th, 11th, and 12th grade students in making career choices. Resources, activities worksheets, questionnaires, etc. are previewed. Cornell Institute for Research and Development in Occupational Education, Department of Education, Cornell University, Ithaca, New York 14850

Posters. Assorted posters for publicizing a high school placement program. Wayne County Intermediate School District Project Apply. 33500 Van Born Road, Wayne, Michigan 48184.

Program Opportunities in Vocational Education. Research Coordinating Unit, Kentucky Department of Education Materials Center. Series of leaflets describing occupations for which instruction is available in Kentucky. (free)

Seven Steps to Finding Your Place in the World of Work. Irving Eisen, Ed.D. 1971. B'nai B'rith Career and Counseling Services.

Sex Fairness in Career Guidance: A Learning Kit. Linda B. Stebbins, Nancy L. Ames, and Ilana Rhodes. 1975. Elimination of sex-role stereotyping in career counseling is the object of this kit. It can be used to help guidance counselors and other educators recognize and eliminate sex biases by familiarizing them with 26 assessment guidelines established by the National Institute of Education. Included in the kit: role-playing cards with problem situations in career counseling; a cassette tape with supplementary exercises; and instructions for forming a "Shared-Leadership Group" on a ditto master. Abt Publications. (PR)

Street by Street Job Search. A pamphlet outlining seven steps for conducting a street by street job search. Wayne County Intermediate School District. Project Apply. 33500 Van Born Road, Wayne, Michigan 48184.

The Teenager and the Interview. John Keefe, 1971. 160 pp. Gives precise information about all the kinds of interviews teenagers will be required to take: summer jobs, part-time jobs, and college admission. Contains information on applications and resumes, techniques of applying for a job and how to take employment tests. Richards Rosen Press, Inc.

Three Months to Earn. Peter Sandman and F. A. Philpot. 200 pp. Over 400 jobs for the undergraduate. Full details on summer employment ranging from sales and factory work to dog walking and TV training, which jobs offer the most money, best experience, or both. The Macmillan Co, $1.25.

Timed Writings About Careers. Albert C. Fries and Dean Clayton. 1975. 90 pp. Useful and interesting information about careers is presented in the form of timed writings to supplement typing textbooks. South-Western Publishing Co. (HS-up)

Up Your Career! Dean C. Dauw, 1975. 169 pp. Topics include finding out about oneself and about available jobs, writing a resume, making career plans, using an employment agency, and recognizing job discrimination. After it has been used as a "how-to" guide, the workbook may be useful as a reference tool. Prospect Heights, Illinois: Waveland. (HS-up)

The World of Communications. A. Dean Hauenstein and Steven A. Bachmeyer. 1972. 298 pp. English, language skills, industrial and fine arts, business, and distributive education are combined into a comprehensive career education program. Hauenstein and Bachmeyer provide guidance for making career decisions in the field of communications media and systems, which includes information-gathering, developing and writing messages, editing, and working as a communications technician. Activities described in an accompanying manual reinforce information contained in the text. McKnight Publishing Co, (HS-up).

Writing Resumes, Locating Jobs, and Handling Job Interviews. Michael J. Freeman, 1976. 108 pp. Insight into how employment decisions are made and how the job applicant can be effective. Learning Systems Company, $3.95.

You and Your Job Series. Parricia Mink Rath, Ralph E. Mason, and Lloyd J. Phipps. A series of three guides each consisting of a set of 6" x 4" cards with questions on the front and answers on the back of the cards, together with an instruction pamphlet. Interstate Printers & Publishers, Inc.

Applying for a Job (A Self-Study Guide for Students). 1968. ($4.95 less educational discount)

Succeeding on the Job (A Self-Study Guide for Students). 1970. ($4.95 less educational discount)

Supervising on the Job (A Self-Study Guide for Students). 1971. ($4.95 less educational discount)

Your Career If You're Not Going to College. Sarah Splaver. 1975. Julian Messner. ($5.79)

SECONDARY CAREER EDUCATION: PROFESSIONAL MATERIALS

Career Education in the High School, Kenneth Hoyt et al, Olympus Publishing Co.

Career Education: A Proposal for Reform. Sidney P. Marland, Jr. 1974. 334 pp. A standard reference work on career education. (HS-up) McGraw-Hill Book Co.

Career Education: The Role of Vocational Education. Jerry C. Olson. 1973. Information Series No. 79. Columbus: ERIC Clearinghouse on Vocational and Technical Education.

Career Exploration in Marketing and Distribution. Alice K. Gordon et al, 1975. Unpaged. With accompanying report for administrators; Conceptual Framework for Curriculum Decisions in Education for Marketing and Distribution Careers. (HS-up) U. S. Government Printing Office.

Career Information: Business and Office Occupations. Bibliography of publications #64375R. American Vocational Association. ($1.00)

Career Information: Marketing and Distribution. Bibliography of publications on careers #33370R. American Vocational Association. ($1.00)

Guidelines for Employment Counseling and Placement. 1976. The guidelines designed to be useful in planning and implementing a comprehensive program of employment counseling and placement services to meet needs which may be different in individual school divisions. Sample letters, forms, procedures, and resources included. Virgnina, State Department of Education, Richmond. 23216.

Identifying and Planning for New and Emerging Occupations: A suggested Guide. Paulette Meleen, Suzanne Gordon, et al. 1976. Contract Research Corp, 25 Flanders Rd, Belmont, Massachusetts 02178.

Occupational Literature: An Annotated Bibliography. Gertrude Forrester, ed. 1971. H. W. Wilson, Co, ($17.00)

Planning, Implementing, and Evaluating Career Preparation Programs. Dwight Davis and Joe Borgen. 1974. A looseleaf notebook package designed to assist local leaders with tne various activities vital to the effective planning, implementation, and evaluation of career preparation programs. McKnight Publishing Company.

A "Starter" File of Free Occupational Literature. Irving Eisen and Leonard Goodman. (175 ed. revised by Leonard H. Goodman and Anne E. Garrett) 1975. A revised bibliography of free career literature designed for use by high school and college students and their advisors in career planning. Also serves as source of useful information for parents, teachers and guidance counselors. B'nai B'rith Career and Counseling Services.

POST SECONDARY CAREER EDUCATION: INSTRUCTIONAL MATERIALS

American Trade School Directory. Most comprehensive listing of trade schools by state and by programs, updated monthly. Croner Publications, Inc, 211-03 Jamaica Ave, Queens Village, New York 11428. ($27.95)

Are You an Occupational Ignoramus? Updated version of 16-page booklet designed to alert students to the desirability of early career planning, and to attract them to the placement office. Members: 20¢ per copy; non-members: 30 ¢. Minimum order: 50 copies. College Placement Council.

Guide to the Two Year Colleges; Handbook of American College Financial Aid; How to Prepare for College Entrance Exams; etc. Barron's Series. Barron's Educational Services, Inc. Paperback $6.00 - $8.00 each

The Career Game 1978. Charles Guy Moore. The National Institute of Career Planning, 521 Fifth Avenue, New York, N. Y. 10017. ($12.95) Post-secondary level career guidance.

Career Guidance and Retraining. Lansford Publishing Co, Inc, Dept. N. P.O. Box 8711, San Jose, CA 95155. Transparency set and lecture notes; deals with career options for adults considering retraining or career change.

Career Opportunities for Technicians and Specialists. 1974-75. J. G. Ferguson Publishing Co, A series of five books directed to the two-year college student: Engineering Technician; Agricultural, Forestry and Oceanographic Technicians; Health Technicians; Marketing Business and Office Specialists; Community Service and Related Specialists. Each book gives a description of the type of work done, educational requirements, advancement possibilities and earnings and benefits. ($14.95)

College Admission Data. 2 vol. Education Research Corporation, 85 Main St, Watertown, Massachusetts 02172. Lists 1,025 U. S. schools who completed a mailed questionnaire. ($85.00)

College Blue Books. CCM Information Corp, 866 Third Ave, New York 10022. Degree programs, statistics, and background information on colleges and universities in all states. Volume titles are:
U. S. Colleges Narrative Descriptions (most useful)
Scholarships, Fellowships, Grants and Loans
U. S. Colleges Tabular Data
Degrees offered by Colleges and Subjects
($100.00)

College Placement Annual. Occupational directory with career information on approximately 1,300 employers. 408 pages. CPC college members are eligible for quantity allotments; non-member colleges received rour copies. CPC employer members receive one copy and, upon request, four additional copies. Individual copies available from CPC $3 each for members, $5 for non-members. College Placement Council.

Employability Skills Program. Wisconsin Vocational Studies Center, University of Wisconsin-Madison. Post high school. 18 modules.

The Guide to Career Education. Muriel Lederer. New York: Quadrangle, 1974, 401 pp. Developed as a reference tool for parents, students, and educators, this guide deals with post-secondary career training other than a 4-year college program. For each of the 200 jobs defined, the following are given: essential personal characteristics, training required, employment outlook, work environment, and sources of additional information. Includes bibliography.

Job Search Barometer. Checklist to help students assess readiness for job search. Five-page set of reproduction proofs for use as masters in reproducing own copies. Members: $3; non-members: $5. College Placement Council.

Military Career Awareness Course for Educators (MILCACE) Text and Handbook. Department of Defense, Headquarters United States Military Enlistment Processing Command, Fort Sheridan, Illinois 60037. A two-volume military awareness course for use at the university and college graduate level. For counselors and related guidance personnel desiring to increase their awareness and knowledge of opportunities in the military service. The Handbook serves as an instructor's guide.

Relating Work and Education. Dyckman W. Vermilye, Editor. Jossey-Bass, Inc, Publishers. 1977. Part One: Meanings, Part Two: Relating Work to Education; Part Three: Relating Education to Work; Part Four: The Marketplace; Part Five: Making People Matter.

So You're Looking for a Job. Booklet for students to assess themselves in terms of traits sought in candidates by employers. Includes sections on how to use the career planning and placement office, how to size up an employer. 28 pp. Members: 25¢; non-members: 40¢. Minimum order: 50 copies. College Placement Council.

What's It Like To Be A Technician? 1975. Educational Communications Programs, General Electric Company, Fairfield, CT06431. Career information and tips on how to prepare for jobs in the fields of health, aviation, broadcasting, computers, and design. 20 pp. (free)

POST SECONDARY CAREER EDUCATION: PROFESSIONAL MATERIALS

Advisory Committees for Occupational Education: A Guide to Organization and Operation. Albert J. Riendeau. Gregg-McGraw Hill Book Co, Provides an invaluable source of ideas on how to improve occupational education at the high school or college level through use of advisory committees. Written especially for those whose responsibility includes the educational preparation of employable graduates, this book not only identifies the community's need for an advisory committee, but also describes in detail how to organize, operate, and evaluate an advisory committee. ($2.95)

Career Counseling and Placement Guides. 16-page self-evaluation checklist for career planning and placement office. Members: $1.50 each; non-members: $2.25 each. College Placement Council.

Career Counseling and Placement in Higher Education. 255-page hardcover book on theories and techniques of operating a career counseling and placement office. $6.00 for members, $9 for non-members. College Placement Council.

Career Education in Colleges. Norman C. Harris and John F. Greele. Jossey-Bass, Inc. Publishers. 1977. Guide for planning 2 and 4 year occupational programs for successful employment, in three parts: Background, Concepts, and Setting; Career Programs--A Cluster Analysis; Planning, Finance and Governance. ($15.00)

Career Education in Higher Education. College of Education, The University of Maine at Orono, 181 pp. 1977. An infusion model.

Career Education--New Approaches to Human Development. Larry J. Bailey and Ronald Stadt. McKnight Publishing Co, 1973. List price $12.95; school price $10.36.

Career Education Personnel Development--Goals, Strategies, Approaches, Ideas for University Planning. Lorella A. McKinney, Earnestine Dozier, David Harmon, Janet Lynn, and John Meighan. The Center for Vocational Education, Ohio State University, 1975. ($2.00)

Career Education: The Role of Adult Education. Allen B. Moore. Information Series No. 81. Columbus: ERIC Clearinghouse on Vocational and Technical Education, 1973.

Career Education: Selected Readings for the Teacher Educatior. 153 pp. Collection of readings presents a variety of views supporting need for career education and is designed to be a resource for the educator who has responsibility for developing college curricula and/or for the educator who teachers preservice teacher preparation classes. University of Georgia. ($3.00)

Career Education Within the University of Maine System: A Status Study. College of Education, University of Maine, Orono, and Research Coordinating Unit, Bureau of Vocational Education, State Department of Educational and Cultural Services, Augusta, Maine, June 1974.

"Career Exploration for the College Bound." William Tenney. Phi Delta Kappan February 1978. pp. 405-407. Career exploratory program for secondary students at Akron, Ohio's Akron Central-Hower High School.

Career Information for College Graduates: An Annotated Bibliography. 64-page booklet with general information, separate sections on career literature in 12 areas, lists of vocational bibliographies and publishers. College Placement Council. Members: $4.50, non-members $7.00.

Career Planning and Placement Handbook. 52 pp. Handbook on operational mechanics. Includes organizational charts, floor plans, job descriptions, sample forms, bibliography of resource material. Members: $3.50, non-members, $6.50.

College as a Training Ground for Jobs. Lewis C. Colmon, Ann S. Bisconti, Nancy L. Ochsner. 1977. Praeger Publishers, Inc.

Helping Prospective Teachers Attain Career Education Teacher Competencies. 343 pp. A collection of reports of seven professors including rationale, course outlines, teaching strategies, evaluation in seven teacher preparation areas; education psychology, elementary education, teaching of the mentally retarded, agricultural education, English, science, and social science education. University of Georgia. ($4.00)

Job Seeking and Job Keeping: An Annotated Bibliography. Carol Kowle and Deborah Trout. 1977. Wisconsin Vocational Studies Center, University of Wisconsin-Madison. Bibliography is intended as a resource for school counselors and placement personnel at both the high school and post secondary levels as well as for the individual job seeker. ($1.50)

Meeting the Challenge: Experimental and Innovative Colleges and Universities. 1974. B'nai B'rith Career and Counseling Services. ($2.50)

"New Careers For Old." Warren Borosom. Money, April 1974, pp. 22-26. Article describes phenomenon of career switching.

New Directions for Education and Work. Editor-in-Chief. Lewis C. Solomon, Executive Officer, Higher Education Research Institute. 1978. Personal subscription $15; Institutional sub. $25. Jossey-Bass, Inc., Publishers. Series of broad-based quarterly sourcebooks. Topics to be covered are: Reassessing the link between work and education; career outcomes and other effects of higher education; implementing new education-employment policies, and forecasting supply and demand in the labor market.

Planning and Implementing the Careers Conference. 1975. 33pp. Describes the policy considerations, planning process, and operation of various types of career orientation conferences. Applicable to two and four year colleges. Includes planning outline, budget guides, sample letters, forms and publicity materials College Placement Council. ($3.50)

What Shall I Order for Our Career Planning and Placement Library? 32 pp. Suggests publications for a career information library, depending on size of budget for literature--$250 or less, $250 to $500, over $500. Members $2.50; non-members $4.00. College Placement Council.

Work, Learning and The American Future. James O'Toole. Jossey-Bass, Inc, Publishers. Part One: Problems of Working and Not Working; Part Two: Alternative Work Policies; Part Three: Role of Education; Part Four: The Quality Society. ($10.95)

MULTI-GRADE INSTRUCTIONAL MATERIALS: K-POST SECONDARY

American Film Directors: The World as They See It. Ronald Lloyd. New York: Watts, 1976. 143 pp. Essay that examines film as an expressive art form. Lloyd discusses the careers of several American directors and how their philosophies of life are reflected in their work. This realistic view of the film world also touches on other careers in the field. With black and white stills. (Grades 7-up)

Bella Abzug. Doris Faber. Illustrated with photographs. New York: Lothrop, 1976. 162 pp. The story of a courageous and outspoken congresswoman (born in the year women in the United States won the right to vote) is told in a style as fast-paced as Bella's life. Black and white photographs and a list of other books about women in politics enhance this lively biography. (Grades 5-10)

Bitter Herbs and Honey. Barbara Cohen. New York: Lothrop, 1976. 159 pp.

For a middle-class Jewish girl growing up in 1916, the future was predetermined; after limited schooling she was expected by her parents to marry and raise a family. But Becky finds herself torn between respect for her parents' plans and her desire to go to college. (Grades 5-7)

Books: From Writer to Reader. Howard Greenfield. New York: Crown, 1976. 211 pp. Not about specific careers in book publishing, this is an account of the many stages a book goes through, from author's pen to reader's shelf. Topics include manuscript preparation, printing processes, advertising and ordering books, etc. Includes glossary. (Grades 7-up)

Break a Leg. Betsy Maybe! Lee Kingman, Boston: Houghton, 1976. 245 pp.

Elizabeth Cynthera Wilkerson Maybe (Betsy, to her friends) finds her life filled with complications and ambiguities until she becomes involved in her high school drama club and discovers that acting as a career can give direction to her life. (Grades 6-10)

The Burgler Next Door. Jay Williams. Illus. by DeAnne Hollinger. New York: Four Winds, 1976. 123 pp. Penny and Amos already have their career plans made--she wants to build bridges and he wants to be a sculptor. Problems arise when Amos is suspected of committing a burglary and Penny turns detective to clear him. (Grades 5-7)

Career Choices in Psychology. Sarah Splaver. New York: Messner, 1976. 189 pp. In addition to careers specifically in the field of psychology, Splaver discusses such related fields as teaching, social work, norsing, guidance, and medicine. Helpful for someone just beginning to consider psychology as a possible career. Appendix lists (by state) schools offering graduate degrees in psychology. Includes bibliography. (Grades 7-up)

Career Cluster File. Careers, Inc, 1976. The purpose of this information file is to provide facts about different careers within a specific occupational area. Occupations at both the professional level and the apprentice or assistant level are described in "Career Briefs" and summary cards.

Career Core Competencies: A Cooperative Work Experience Program. New York: Gregg (McGraw-Hill), 1977. Many basic skills such as decision-making, work at human relations, and finding a job are necessary to pursuing a career. Development of these skills is the object of this series of workbooks, which is to be used in career planning, selection, and adjustment. Practical experience is presented through exercises and activities. Specific goals are listed at the beginning of each workbook. (JH-up)

Career Guidance in the Arts and Humanities: Activities, Information and Resources for Grades 7-12. 1976. 188 pp. Aids counselors and teachers of grades seven through twelve in providing their students with a realistic perspective on careers in the arts and humanities. Includes activities through which students examine their interests and abilities, suggestions for occupational interest inventories and aptitude tests, possible sources of student information on arts and humanities occupations, and a discussion of educational preparation for careers. U. S. Government Printing Office. SN 017 080 016443.

Career Lab: A Career Exploration Program. Vivian Sourifman, 1975. Westinghouse Learning Corp, 100 Park Ave, N Y 10017. Career Lab contains nine learning units which provide self-instruction learning activities that give the student a feeling for the world of work. The two main objectives of the lab are to familiarize students with occupational options and help them get to know themselves better. (JH-HS)

Careers, Parker Brothers, c. 1971. (Game: ages 8-up) $3.96.

Careers in Elective Government. Robert V. Doyle. With photographs. New York: Messner, 1976. 223 pp. The functions of campaign workers, elected officials, lobbyists, and legislative analysts are covered in this comprehensive view of the field of elective government. Besides information on what needs to be done, how to get involved, and what opportunities are open, information useful to all voters is included. With appendix and bibliography. (Grades 7-up)

Careers in Focus. McGraw Hill Book Co. Comprehensive, multimedia learning system career exploration. Thirteen occupational clusters (based on USOE 15-cluster system). Materials available by individual cluster sets. Some printed items available separately.

Careers Kit. 1976. Careers, Inc. Information in the form of career briefs, su-maries, and job guides is provided about many different occupations within various career fields. For example, in the "Industrial Careers" kit such jobs as aeronautical draftsman, blacksmith, diesel mechanic, and logger are covered. Information cards are organized alphabetically and packaged in 6x9x4 file boxes.

Challenging Careers in Urban Affairs. Sterling McLeod. Photographs. With the editors of Science Book Associates. New York: Messner, 1976. 189 pp. Planning, building, and running cities require thousands of people with innumerable skills. This volume tells about some of those thousands and how they work together to make cities function, from mowing park lawns, to running a library, to finding safe drinking water. Sources of career information and bibliography appended. (Grades 6-10)

Choosing the College for You. Rober B. Ewen. Illus. by Richard Rosenblum. "Concise Guide" series. New York: Watts, 1976. 60 pp. In a handbook designed to help the college-bound person find the institution best suited to his or her interests and circumstances. Comments by former college students about problems they had and how they solved them. Includes a table giving recent figures on cost, size, and level of difficulty for some 450 institutions. (Grades 7-12)

Choosing Your Career. 1975. United Features, Rowayton, Connecticut. Various career clusters, including health, transportation, business, construction, environmental control, and communications are covered in individual booklets. Each gives a brief, informative overview of the jobs in the cluster, including work involved, abilities, education and training required, earnings, working conditions, and employment prospects. A list of additional information is appended to every chapter. (JH-HS)

Curriculum Material in Subject Areas. Jefferson County Board of Education. Kentucky Department of Education Materials Center. (free)

Curriculum Materials for 1978 for Vocational, Technical Career, Special Needs, Education. (catalog) New Jersey Vocational Technical Curriculum Laboratory, Rutgers University, 4103 Kilmer Campus, New Brunswick, N. J. 08903. Materials in soft-back form at a price that reflects printing costs.

Decision-Making for Career Development: A Role-Playing Program. Don H. Parker, Shelby W. Parker, and William H. Fryback. 1975. Role-playing sessions are presented on cassette tape. The object of the sessions is to help students identify, clarify, and reinforce their values in order to make better career decisions. Directions for the role-playing tapes are progressively shortened to allow the teacher to include his or her own instructions and variations. Chicago: Science Research Associates. (JH-HS)

Detectives of the Sky: Investigating Aviation Tragedies. Michael Dorman. New York: Watts, 1976. 106 pp. The varied and intriguing work of the National Transportation Safety Board is the subject of this book, which discusses the work of investigators, the role of the Federal agency, and several major aircraft disasters. With black and white photographs, index, and bibliography. (Grades 6-12)

Environmental Careers. James Hahn and Lynn Hahn. "Career Concise Guide" series. New York: Watts, 1976. 66 pp. Many opportunities exist in this rapidly developing field. This guide discusses various aspects and subdivisions of environmental management careers and requirements for each. With bibliography and additional sources of information. (Grades 6-up)

Exploring Careers: Career Information Series. 1974. This series of text-workbooks provides information to help students make career decisions. Each book discusses a single career area and guides students along five "career exploration paths" that trace the importance of the job, people at work, job requirements, case studies, and career futures. Southwest Publishing Co.

The Game of Life - Milton Bradley, c. 1970. (Game: Ages 9-up) ($7.25)

Getting It All Together: Career Education. Palatene, Illinois, Northwest Education Cooperative. 1974. This teaching handbook was developed to assist teachers in implementing career education instructional programs at all levels of primary and junior high school. The first section provides career education concepts and offers suggestions for activities and a unit outline for kindergarten students. Section two deals with career education designed for the intermediate level. Objectives are listed, a career fair described, and a manufacturing unit outline provided. It includes program objectives and units dealing with home construction, home economics, and food service. Also included are teaching tips, a resource list, and teacher-developed materials.

The Golda Meir Story. Margaret Davidson. New York: Scribner's, 1976. 211 pp. Selfless devotion to her faith and her cause, and immense sympathy for her fellow human beings helped make Golda Meir one of the most influential and remarkable figures of our time. This is her story, from her birth in Russia to her role as Prime Minister of Israel. Cover sketches by Uri Shulevitz. Includes bibliography. (Grades 5-11)

Guidelines for Establishing Junior and Senior High Career Information Centers. Comm. Sch. Dist., Des Moines, Ind., 1973. Guide to the general overview of the goals, function, and operation of a Career Inforamtion Center. Guidelines are also given for use in establishing and operating such centers. An appendix of suggested sources is included.

In Her Father's Footsteps. Bianca Bradbury. Illus. by Richard Cuffari, Boston: Houghton, 1976. 172 pp. Teenage Jenny confronts seemingly endless obstacles in her quest to become a veterinarian and work with her father in his animal hosptial. Not the least of her problems are those concerning chemistry, money, and uncertainty about herself. (Grades 6-10)

Inquiry-Oriented Mini Units. Washington, D. C.: Changing Times Education Service--a dividion of Kiplinger Washington editors, 1971-1973. Current issues in career development (self-employment, jobs for women and working wives, and academic job training) are presented in mini units. Each contains pamphlets with inforamtion on the topic and sources of additional information. Pamphlets encourage discussion and involve students in activities for each topic. (HS-up)

Job Family Series. 1975. Chicago: SRA. Twenty job clusters, including "Environment" "Technical Works" "Personal Services" "Education" and "Transportation." Jobs described in the booklet for each cluster cover a broad range of interests, activities, work environments, and amounts of required education. A set of 10 cassettes accompanies the series.

K-3, 4-6, 7-8 Handbooks. Western Illinois University. Integration of occupational information with academic subjects, bulletin board ideas and activities. ($3.50 each--$10.00 set)

Landscape Architecture: A Profession Designed for Minorities. 1975. ASLA Minority Recruitment Task Force. McLean, Virginia. Catalog and reprints from publications of various related organizations have been assembled in this kit to provide inforamtion on job opportunities, colleges that offer courses in landscape architecture, ways to get financial aid, and further readings. Also included are a booklet and a brochure with information on why black students should consider landscape architecture as a career, backgrounds of famous black architects, accredited programs available in the field, etc. (HS-up)

Leisure Time Occupations. Curriculum materials in many areas, particularly in grades K-8. For further information contact Career Education Project, 210 S. Division, Cashmere, WA 98815.

Lobbying in American Politics. Fred J. Cook. New York: Watts, 1976. 134 pp. In a narrative about past and contemporary lobbyists, the author describes the considerable power of these behind-the-scenes experts. Included is a discussion of the role and operations of such public interest lobbyists as Ralph Nader and John Gardner. Bibliography included. (Grades 8-12)

The Making of a Detective. Robert H. Millimaki. Philadelphia: Lippincott, 1976. 94 pp. The reader learns about what a police detective does by accompanying one on a typical week's tour of duty. Written in the second person, the book involves the reader in on-the-scene action and in exercises in observation and deducation. (Grades 4-7)

Making Music for Money. James Lincoln Collier. Illus. by Robert Censoni. "Concise Guide" series. New York: Watts, 1976. 63 pp. This practical guide to the realities, pleasures, and problems of organizing a musical group to play for profit may help an aspiring musician to realize how many factors there are to consider before pursuing a career as an entertainer. (Grades 6-up)

Modeling Careers. Greta Walker. Chuck Freedman, photo editor. "Career Concise Guide" series. New York: Watts, 1976. 83 pp. Lights! Camera! Action! Wait! There's more to it than standing in front of a camera, as men and women interested in professional modeling will discover from this comprehensive book. It covers the rewards and the pitfalls, the training and expense involved. (Grades 7-up)

Monopoly - Parker Brothers, c. 1973. (Game: Ages eight to adult.) ($6.75)

New Women in Media. Kathleen Bowman. Mankato, Minnesota: Creative Education, 1976. Children's Press, Chicago. 47 pp. Parts of a series on women in nontraditional careers, this contains biographical vignettes of Barbara Walters, Katharine Graham, Judith Viorst, and four other contemporary women involved in communications media. Other titles in the series cover "new women" in fine arts, medicine, politics, and social sciences. (Gardes 5-9)

Occupational Learning Systems Series. El Monte, California: Hoffman, 1973. Originally developed by the Southern California Regional Occupational Center (a vocational training center), this series contains more than 400 courses that teach job skills in a vocational school setting. The skill-oriented lessons involve actual materials used on the job for a "hands-on" type of study. (HS-up)

Occupational Title Search. James L. Lee. Four puzzles consisting of blocks of letters which contain the titles of a variety of occupations. Designed for upper elementary through high school. (n.d.) Educational Media Coorporation, P.O. Box 847, Madison, Wisconsin 53701. (Pad of 50 sheets $3.50)

On Working: What People Do All Day and How They Feel About It. Studs Terkel. New York: Pantheon, 1974. Working people talk about their work and lives.

Our Working World Series. Lawrence Senesh. 1973. The American Way of Life, Cities, Neighborhoods, Families, Regions of the United States. Science Research Associates.

Pathways to Careers. Muriel S. Karlin and Morton Margules. New York: Globe, 1975. 198 pp. Three units on career planning: "Preparing for Your Career" points out that self-discovery is a major step in career preparation. "Getting the Job You Want" suggests steps toward employment. "Succeeding in Your Career" gives hints on getting along in the job. Illustrated with photos and cartoons. (JH-HS)

People at Work: A Non-Sexist Approach. A set of 24 large black and white photographs, People at Work shows both men and women performing various non-stereotyped jobs. A teacher's guide contains suggestions for career-related projects, and speakers to invite to the class. (EG-MG) Paoli Penn. McGraw-Hill. (Instructo)

Popeye Career Awareness Program. Joe Gill, 1973. King Features. Well-known cartoon character Popeye treats students to a comic book tour through neighborhoods and factories, parks and institutions, pointing out various jobs and careers. Popeye's observations are aimed at developing career awareness and decision-making skills. These comic books may be especially useful for reluctant readers or for individualized instruction. The series covers 15 clusters, including agribusiness, fine arts, and health. "Students Involvement Charts" and a bingo game accompany the comic books.

Real World Newspaper. King Features. (n.d.) 16 pp. Career-oriented tabloid newspaper designed to give junior and senior high school students an informative and objective look at job alternatives available to them after high school. A one-year subscription to "Real World" includes 30 copies of the current issue of the newspaper plus one teacher's guide per month for nine months.

Resource Book of Sample Lesson Units for Career Education. Vol. 9. James Al Dunn and Lauri Steel. American Institute of Research, Palo Alto, Calif. Prepared for the Bureau of Adult, Vocational and Technical Education, U. S. Office of Education, Washington, D. C. 1974. 323 pp.

Select-A-Job, Max Tadlock, John Van Zant, and Zoe McCandless. Tadlock, Los Altos, CA. 1974. Each of the 300 notched and numbered cards in this career selection kit describes a specific job in one of 11 career fields. By a process of elimination, students can discover their interests, ambitions, and preferences in work environment, educational goals, related occupations, and job-related academic subjects. Students can also use the cards for information on jobs they want to learn more about. (JH-up)

Tennis Bum. Margaret Ogan and George Ogan. Philadelphia: Westminster, 1976. 122 pp. Chico Gomez gets off to a bad start at the Malibu Tennis Club when he spills drinks on the club president and steals the tennis pro's car, but he makes up for it with hard work. Coaching and practice help him become a winner on the amateur tennis circuit. Finally, he gains opportunities for a professional career and college scholarships. (Grades 5-10)

The Turner Career Guidance Series. Follett Publishing Co, 1974. "Training for a Job" "Holding a Job" "The Turner-Livingston Reading Series" "The Jobs You Get" "Richard H. Turner.

TV and Radio Careers. D. X. Fenten. "Career Concise Guide" series. New York: Watts, 1976. 65 pp. Designed to introduce young people to the wide variety of careers available in television and radio, this guide describes jobs in each phase of production and management, and offers advice on training and education. With bibliography and lists of schools offering related courses. (Grades 5-12)

The Ungame--The Ungame Co, c. 1975.

What Can She Be Series. Gloria Goldreich and Ester Goldreich. 1972-75. New York: Lothrop. Photographs by Robert Ipcar. In their continuing series about women in nontraditional careers, Gloria and Esther Goldreich tell the stories of an architect, musician, newscaster, lawyer, and veterinarian.

Women in Policing: Fighting Crime Around the World. Michael Fooner. New York: Coward, 1976. 48 pp. The first female regular police officer was appointed in Germany in 1904. Since then, women have become active in all facets of police work all over the world. Many striking photos show women working as motorcycle, horse patrol, and traffic officer, detectives, administrators, technicians, and community relations experts. (Grades 5-9)

Yellow Pages of Learning Resources. Richard Saul Worman, ed. Philadelphia: Group for Environmental Education, 1972. 94 pp. Organized like the telephone Yellow Pages, this attractively illustrated directory surveys virtually every function and institution in a city or town, from accountants through kindergartens to zoos, and comments on what can be learned from each. (MG-up)

You Can Be a Printer. Arthur Liebers. Illustrated with photographs. "Vocations in Trades" series. New York: Lothrop, 1976. 128 pp. The expanding communications field is creating new jobs constantly. Liebers tells what jobs exist, how to prepare and train for them, and what opportunities there are in each field. Lists of apprenticeship and Civil Service offices appended. (Grades 7-up)

You Can Be a Professional Driver. Arthur Liebers. "Vocations in Trades" series. New York: Lothrop, 1976. 128 pp. Every type of professional driving, from school bus to fork lift, to long-distance truck driving, is covered. This comprehensive book also includes Civil Service, armed forces, and "behind-the-scenes" jobs (e.g., scheduling, sales, billing, etc.). Other books in the series cover additional careers, among them carpentry, plumbing, and mechanics. (Grades 7-up).

Your Aptitudes: You Do Best What You Are Best Fitted To Do. George Francis Barth. New York: Lothrop, 1974. 95 pp. To emphasize the importance of knowing one's aptitudes when choosing a career, this book describes 19 special aptitudes and typical jobs that require them. Its purpose is to help students get a better idea of their aptitudes by asking such questions as: "Do you like paperwork?" "Are you skilled with small tools?" and "Can you remember tunes?" Also included are tips on preparing a resume and applying for a job. (JH-HS)

VOCATIONAL GUIDANCE: INSTRUCTIONAL MATERIALS

Aim High Vocational Guidance Series. Richards Rosen Press, Inc, 1976. A series of 21 books, each written by an expert in the field, providing job guidance for students not pursuing their education beyond high school, with special considerations given to the high school dropout. (Approximate price $4.80)

Alternatives to College, Miriam Hecht, and Lillian Traub. Macmillan, 1974.

Are You an Occupational Ignoramus? College Placement Council, Inc, 1976. 16 pp. (16¢ each, minimum order 50 copies)

Career Crosswords (Scope/Visuals 16). Scholastic Book Service, 1973. Students explore the world of work through puzzles emphasizing finding and keeping the right job, preparing for an interview, filling out applications, job benefits, summer jobs . . . plus 10 specific career ideas. ($11.50)

Career Exploration and Planning. Bruce E. Shertzer. Houghton-Mifflin Co,. An overall view of development stages, this text includes self-awareness as well as job hunting tips. Workbook also available.

Do You Want a Job? U. S. Department of Labor, Manpower Administration, Washington, D. C., 1971. 8 pp. U. S. Government Printing Office. (25¢)

Finding Part-Time Jobs. Norman S. Feingold and Harold List. Science Research Associates, Inc. 1971. 59 pp. $1.60. Up-to-date information on how to go about finding part-time jobs, where to find them and how to keep them.

Finding Your First Job. Cart McDaniels. Houghton Mifflin Co,. This workbook goes from exploring the world of work to getting along on the job and looking at the future. Instructional materials are suggested to support the chapters. ($1.95--with leader's guide $2.50)

Finding Your Job Workbook. Finney Co. 1975. Workbook designed for use in conjunction with the Finding Your Job series ot monographs and is intended to help students with limited comprehension become productive members of their communities. The lessons include information and exercises about applying for a social security number, filling out a job application form, determining money needed before starting a job, wages, overtime pay, income taxes, and payroll deductions. ($1.50)

Foreign Service Careers. Careers, Inc. 1973. 8 pp. Single copies 45¢. Also available in 8 pp. format, 45¢ each: Foreign Service Secretary, 1973; Bilingual Secretary, 1972. These occupational descriptions include information on duties, working conditions, training, earnings, and employment outlook.

Getting Applications Right (Scope/Visuals 13). Scholastic Book Services. 1973. Students are introduced to the vocabulary found on most forms and then practice on standard forms run off in quantity from spirit masters: Social Security card, driver's license, charg account, job and loan applications plus checking, bank account and mail order forms. Eight lessons includes. ($6.95)

How Teenagers Can Get Good Jobs. Robert P. Gelinas and Paul J. Gelinas. Richards Rosen Press, Inc. 1971. 160 pp. Written for the teenager who is seeking a meaningful job. Includes information on securing an appointment for an interview, writing a resume and filling out an application form.

How to Get The Job? Mitchell Dreese. Science Research Associates, Inc. 1971. 52 pp. $1.60.

How to Get the Job You Want Overseas. Arthur Liebers. Pilot Books, 347 Fifth Ave., N. Y. 1975. 64 pp. Tells where the jobs are, who is offering them, how to go about getting them, as well as salary scales and employment benefits. Covers private industry and government opportunities. ($2.50)

How to Work for a Living and Like It--A Career Planning Workbook. Addison-Wesley Publishing Co, 1977. For self-analysis and career goal analysis for career planning and/or improvement. A counselor's guide is also included.

If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else. David Campbell. Argus Communications. 1974. A teaching package containing a paperback book and spirit masters to help students make choices and establish goals that arise from new options and opportunities. Major factors which influence choices are outlined--skills, education, friends, motivation, family, experience, and health. (Paperback, $1.95; Spirit Masters, $5.00; Combined Kit, $6.50).

The Independent Teenager, Peter Sandman and David Rubin. The Macmillan Co, 221 pp. This complete guide helps a teenager to plan his summer job in advance. Has information on how to find and where to get short-term work on farms, in camps, at resorts, professional salaries jobs, career-oriented jobs. Includes addresses on job-finding organizations.

Interview Strategies-Interview Techniques and Follow-Up Activities for Career Development. James Conley and Walter Wernick. Argus Communications. 1976. A teaching package containing a paperback book and spirit masters to help students gain knowledge of the world of work and to think and express themselves clearly. Forms, formats, and activities are included. (Paperback, $5.95; Spirit Masters, $5.00; Combined Kit $9.50)

Job Hunting, Careers, Inc, P.O. Box 135, Largo, Fla. 33540. 1972. 8 pp. Also, Career Decision, 1972, 8 pp. These two pamphlets give helpful hints to those planning their future careers and looking for employment. The Career Planner, 4 pp. 1974 is a work sheet for student use in researching information on a specific career, and to help measure interest in that career. (45¢ each)

The Jobs Book: How To Find and Keep a Job. Scholastic Book Services. 1976. A job skills book written as a sequel to "Jobs in Your Future." Covers training, skills, and attitudes needed to find and keep the right job; translating personal interests into careers; social security, tax, and application forms; reading a paycheck stub and help-wanted ads; and more. Three open-ended plays help students cope with real job situations. Teaching guide also available. ($1.25)

Learning About Careers (Books I & II). Finney Co, 1974. Textbooks/workbooks that introduce students to specific jobs and to the occupational clusters recognized by the U. S. Office of Education. The student is not directed to one particular job, rather to several of the many options available. Each book contains ten job descriptions from ten clusters. ($1.50)

Looking for Employment in Foreign Countries Reference Handbook. Juvenal L. Angel. World Trade Academy Press, Inc, 50 East 42nd St, New York 10017. 1972. 727 pp. Discusses in detail occupational qualifications for employment abroad, sources of employment possibilities, preparation and sample resumes for overseas employment, employment with the U. S. Government, private industry and non-profit American organizations with overseas programs. The pros and cons of job opportunities in 53 countries are described.

Merchandising Your Job Talents. U. S. Department of Labor, Manpower Administration, Washington, D. C., 1974. 24 pp. U. S. Government Printing Office. (50¢)

Moving Up. Eli Djeddah. Ten-Speed Press. 1971. This employment counselor presents his program for job relocation and advancement which he uses with fee-paying clients. Designed especially for the man or woman who is between jobs, who is over 45, or just starting out, the author offers guides to lead to a position providing maximum compensation and personal effectiveness. The published job market is explored and the reader is shown how to discover and penetrate the unpublished job market. Advice is also presented on resume and letter writing, referral and preliminary interviews, and the handling of salary negotiations. ($3.95)

Now That I Know Which Side Is Up. Eli Djeddah. Ten-Speed Press. 1976. A book dealing with human relations in the career world. It is designed as a guide to techniques for understanding one's own intrinsic human needs and those of other people in the career world. ($3.95)

Pathway to Your Future: The Job Resume and Letter of Application. Kenneth R. Adler. Bellman Publishing Co, 1971. 36 pp. ($2.75)

Planning My Career. Vincent Capozziello, Jr. Finney Co, 1976. Workbook which guides the student through a process of assessing abilities, studying various careers, and planning educational needs. Students consider their personal qualities, research three occupations in depth, and evaluate how well their junior high, senior high, and postsecondary educational plans meet their career goals. ($1.50)

Planning Your Career. Robert Calvert, Jr. and John E. Steele. McGraw-Hill Book Co, inc. 1963. ($2.45)

The Quick Job-Hunting Map. Richard N. Bolles. Ten-Speed Press. 1975. A booklet of exercises designed to give the would-be job-hunter or career changer detailed help in shortening the time it takes to find a job or to change careers. This "map" is designed to help the reader identify his or her skills in detail and the places he or she wants to use those skills, as well as a method for getting hired in those chosen places. ($1.25)

Real Life Reading Skills Program. Scholastic Book Service. A pretest determines skills each student needs to develop in order to cope with functional reading situations. Exercises and lessons based on "real experiences" use forms, signs, labels, newspapers, magazines, directions, and applications for building students' reading, comprehension, vocabulary, and application skills.

Sc You're Looking for a Job. College Placement Council, Inc. 1975. 28 pp. (40¢ each. Minimum order of 50 copies)

Summer Employment. Careers, Inc. 1974. 8 pp. (single copies 45¢) Reviews laws and regulations, kinds of summer jobs available, factors applying to earnings, how to locate jobs and prepare a resume, and sources of other information.

The Teenager and the Interview. John Keefe. Richards Rosen Press, Inc. 1971. Gives precise information about all kinds of interviews teenagers will be required to take: summer job, part-time job, and college admission. Contains information on applications and resumes, techniques of applying for a job and how to take employment tests. ($4.80)

Three Months to Earn. Peter Sandman and F. A. Philpot. The Macmillan Company. 200 pp. Over 400 jobs for the undergraduate. Full details on summer employment ranging from sales and factory work to dog-walking and TV training, which jobs offer the most money, the best experience, or both. ($1.25)

What Color is Your Parachute? A Practical Manual for Job-Hunters and Career Changers. Richard N. Bolles. Ten-Speed Press. 1977. A book designed to tell the reader in step-by-step detail how to identify what one wants to do with the rest of one's life, how to locate the job one wants, and how to convince the employer one is the best person for the job. Information is presented in a combination of exercises for self discovery and resources for consultation. Research aids included allow the reader to survey and locate organizations of interest within geographic regions. (paperback, $4.95; cloth, $8.95)

What Employers Want. James C. Worthy. Science Research Associates, Inc. 1971. 46 pp. $1.60.

Who's Hiring Who. Richard Lathrop. Ten-speed Press. The purpose of this book is to double your prospects for finding the job you want at the peak of your abilities and at the highest possible pay. Applies to every career minded applicant who wants to find challenging work that leads to future advancement. Offers authoritative guidance in planning the job-finding campaign with special emphasis on how to cope successfully with typical job-search problems. ($5.95)

Writing Resumes, Locating Jobs, and Handling Job Interviews. Michael J. Freeman. Learning Systems Company.

Why and How to Prepare an Effective Job Resume. J. L. Angel. World Trade Academy Press, 50 East 42nd St. New York 10017. 1972. 506 pp. ($12.50)

VOCATIONAL GUIDANCE: PROFESSIONAL MATERIALS

A/V Media in Career Development. College Placement Council, Inc. 1975. 100 pp. Describes basic techniques for producing one's own audiovisual material, offers examples of presentations produced by a number of career planning and placement offices, and includes a bibliography of commercially prepared career programs.

CAPS (Career Assistance and Placement Services) - Resource Manual. Connye M. Barrow, George R. Fisbie, and Raymond I. Marzelle. Triton College, River Grove, Ill: 60171, 1976. Contains information, sample forms, activities, resources, and suggestions in the following areas dealing with placement and career services: Planning and Development, Coordination, Career Development Services, Placement Services, and Follow-up and Evaluation.

Career Education--A Counselor's Guide. State Department of Vocational and Technical Education, 1515 West Sixth Ave. Stillwater, Oklahoma 74074. Four models for implementing career education are presented with the rationale behind the career education movement. ($2.00)

Career Education and the Counselor. American Personnel and Guidance Association. 1975. Series # 6.

Career Education and Human Development. Bailey and Stadt. McKnight & McKnight Publishing Co. 1973.

Career Guidance. Eli Ginzberg. McGraw-Hill. 1971.

Career Guidance Counseling and Placement Guide. Leila Lewis. State Department of Education, Boise, Idaho. 1975. A career guidance guide outlining the rationale for a program, problems and goals, the objectives and process of career guidance, the components of a career guidance program and its responsibilities and probram evaluation. An extensive bibliography is included.

Career Guidance for a New Age. H. Boro, (Ed.) Houghton Mifflin Co, 1973.

Career Guidance Practices in School and Community. Lorraine Hansen. American Personnel and Guidance Association. 1970.

Career Guidance Resources. Harry Drier. Columbus, Ohio: Center for Vocational and Technical Education, 1977.

Careers--Exploration and Decision. Jack L. Rettig. Englewood Cliffs, N. J.: Prentice Hall, 1974.

A Coordinated and Comprehensive School-Based Career Placement Model. S. J. Kosmo, W. A. Hammerstrom, R. O. Boss, and J. D. Hartz. Wisconsin Vocational Studies Center, 1975. Presentation of a model career placement delivery system designed to maximize each student's competencies for independent career functioning and to maximize the availability of career placement opportunities. The model system emphasizes a focus on meeting individual student needs and encourages total school and community involvement in the placement effort. Included are forms for individual career planning and sample activities for broadening students' personal placement competencies. An extensive bibliography of a variety of resources is also included. Volumes available are Review and Synthesis of Job Placement Literature, Survey and Analysis of Career Placement Activities, and Data Base Establishment and Model Development for a Coordinated Comprehensive Placement System.

Counseling and Guidance: An Exploration. Leslie E. Moser and Ruth Small Moser. Prentice-Hall, Inc. 1963. 432 pp. Part I presents material describing the guidance services in elementary and secondary schools. Part II deals with student personnel work in colleges and universities. Part III explores counseling and guidance work outside the schools. Chapters are offered dealing with areas of government services, business and industry, community clinics and agencies, and religious settings. ($10.95)

Desk Reference: Facilitating Career Counseling and Placement. Jan L. Novak and Wayne A. Hammerstrom, Wisconsin Vocational Studies Center; 1977. 161 pp. Helps answer questions dealing with career guidance, including how to infuse it into classroom, how to select the information materials, and how to store them so they can receive maximum use by both educators and students. The Center for Vocational Education Publications, Ohio State University, price $9.75.

Developing Professionalism in Job Development. Toya McKosh. Wisconsin Work Incentive Program, 415 W. Main St., Madison, Wisconsin. Explains and outlines the WIN Program which addresses itself to assisting various individuals who, for reasons not always within their control, have met an obstacle which temporarily leaves them less than self-sufficient. The Program is designed to facilitate the entry or re-entry of an identifiable population into society through work opportunities. The manual outlines alternatives and techniques available to the counselor for implementing such programs.

Directions: A Guide to Career Planning. T. D. Bachhuber. Boston: Houghton Mifflin Co, 1978.

Directory of Engineering Guidance Materials and Programs. EC-16, Engineers' Council for Professional Development, Publications Office, 345 East 47th St. N. Y. 10017. 1972. 9 pp. Information about the nature and scope of opportunities which exist in engineering and the technology fields. Lists societies which publish guidance material and ECPD endorsed programs provided experience opportunities. (15¢)

Facilitating Career Development Strategies for Counselors. Reardon and Burch. Charles C. Thomas, 1975.

A Field Trial and Analysis of Selected Occupational Guidance Activities with Counselor Inservice Education. Kentucky Department of Education Materials Center. (Free)

Guidance Counselor Kit. EC-19, Engineers' Council for Professional Development, Publications Office. 345 East 47th St., New York N.Y. 10017. 1973. Compilation of top guidance publications of ECPD and its constituent societies. Over 15 different brochures in a special file folder.

Guidelines for Conducting Pre-Employment Clinics and Job Hunting Clinics. Akron-Summit County Placement Department and Akron and Summit Public Schools, Akron, Ohio. A guide which can be used in establishing clinics to aid disadvantaged youth in entering the labor market. The guide is the result of a project to identify disadvantaged youth and to assist them in job placement. The project included in-school and out-of-school youth; inner city and rural poverty areas; and black, white, male, and female youth.

A Guide for Developmental Vocational Guidance K-12. State Vocational and Technical Education, Stillwater, Oklahoma. Gives goals, behavioral objectives, suggested activities and resources to support the activities. ($2.00)

An Individualized Approach to Career Counseling and Career Placement. John D. Hartz and Susan J. Kosmo. Wisconson Vocational Studies Center. 1977. Part I "An Individualized Approach to Career Counseling. Part II "A Transitional Career Placement Program." This is the first of four publications on a comprehensive career system for rural schools.

Job Placement Coordinator's Handbook. Thomas R. Allen, Jr. Department of Vocational-Technical Education, Teachers College, Marshall University, Huntington, W. Va. A guide outlining guidelines for and activities of a job placement coordinator. Items discussed include surveys, obtaining job descriptions, placement activities, reporting and record keeping, and follow-up. Sample surveys, forms, letters, etc. are also included.

Job Placement Coordinators Manual. Lawrence B. Kenyon. Vocational-Technical Curriculum Laboratory, Rutgers. The State University. 1976. A manual designed to serve the needs of all guidance personnal involved in job placement activities.

Activities, sample forms, suggestions for programming are included in the discussions of getting a program started, the placement coordinator at work, and evaluation and accountability.

Job Placement for Rehabilitation Counselors: A Trainee Curriculum. Rehabilitation Education and Training, University of Hawaii - Manoa, 1975. A curriculum of job development and placement to provide a systematic approach to training in job development and placement for rehabilitation counselors. Emphasis is placed on the development of specific skills, knowledge about employment problems and opportunities, and attitudes necessary for the counselor to maximize his skills in working with disabled persons in the community. Training techniques include role-playing, job simulation, interviewing, and information gathering. The curriculum is designed to be used in the preservice and inservice education training of counselors in public or private agencies. Components of the curriculum are applicable to direct training of clients, in groups or individually, to facilitate job-seeking skills. Sample forms and examples of activities are included.

Making Vocational Choices: A Theory of Careers. J. L. Holland. Prentice-Hall, Inc, 1973.

Model for Implementation of School Placement Service. Akron-Summit County Job Placement Department, Akron and Summit County Public Schools. A model for a school-based placement department. The model is presented in outline fashion and includes information on the program structure, staff selection and orientation, data processing, staff organization, program in-school and out-of-school phases, job development, and placement development. Sample forms dealing with a variety of topics are included. Covers placement as it applies to all handicapped persons. The document is intended as a reference guide and brings together practical and concrete ideas which can be referred to and added to as needed.

Occupational Information. Robert Hoppock. McGraw-Hill Book Co, Inc. 1976. 430 pp. A textbook for use in the education of counselors. It identifies the kinds of occupational information the counselors and clients need and suggests where to get it and how to appraise, classify, and file it. There is a discussion of the basic theories of vocational choice and development, and the use of occupational information in counseling. And lastly, it considers the principles and methods of teaching occupations and describes a variety of ways in which occupational information may be presented to groups of all kinds. Contains references to other sources of published occupational guides. ($12.95

Philosophical Guidelines for Counseling. Carlton E. Beck. Wm. C. Brown Co, Publishers. 1971. 464 pp. A collection of key writings extracted from pertinent philosophical and directional literature in counseling and related fields. Examines the major issues, positions, new directions and counselor roles. ($5.95)

Placement Services, A Training Manual. Prakken Publications, Inc. 1975.

Placement Services Training Manual. National Association for Industry and Education Cooperation. Prakken Publishing Co, 1977.

Practical Counseling in the Schools. Gary S. Belkin. Wm. C. Brown Co, Publishers. 1975. 480 pp. An up-to-date, comprehensive review of research and practice in the area of guidance and counseling. The text replaces the old line guidance services approach synthesizing philosophy, sociology and other disciplines into a fully developed discussion of counseling.

Principles and Techniques of Vocational Guidance. H. H. London. Charles E. Merrill Publishing Co, 1973.

Qualifying Prospects and Making Appointments. Michigan Department of Education, Vocational Rehabilitation Services, State Office, Lansing, Michigan. A one-day training course designed to instruct counselors in qualifying prospects and making appointments the "Phone Power" way. The course devotes special attention to Pre-Call Planning, how to call, how to get appointments, analyzing recorded demonstrations, and role-playing.

Rural America Series. A Comprehensive Career Guidance, Counseling, Placement, and Follow-Through Program (K-14) for Rural Schools. The Center for Vocational Education, The Ohio State University, Columbus, Ohio: Wisconsin Vocational Studies Center, University of Wisconsin, Madison, Wisconsin; and The School of Education, Norethern Michigan University, Marquette, Michigan. A set of 16 handbooks designed to assist in the systematic planning, implementation, and evaluation of a career guidance and counseling program for rural schools. Included are four handbooks which emphasize an individualized approach for developing and providing comprehensive counseling, guidance, and placement services. (Four volumes in three-ring binder $23.00; without binder, $19.50.) Wisconsin Vocational Studies Center.

Selected Readings in Contemporary Guidance. Duane Brown and David Srebauls. Wm. C. Brown Co, 1973. 352 pp. Readings from the most contemporary periods of counseling and guidance--1966-1971--are presented in this book. Special emphasis is given to the culturally deprived, including poor whites, black students, Mexican-Americans, and the American Indian. ($5.95)

A Step-By-Step Guide to Job Placement. Susan F. Miller, Mt. Ararat School, Topsham, Maine 04086. A procedural guide which lists all the steps employed in setting up the Mt. Ararat Job Placement Office. Included are discussions of the placement models, needs assessment, student development, placement forms, follow-up, and evaluation.

Teachers Guide to Group Vocational Guidance. Bruce Shertzer. Bellman Publishing Co, 1971. 74 pp. Provides detailed lesson plans for conducting group vocational guidance to interest students in exploring the world of work; to help them acquire some commonly needed information essential in making better vocational decisions; to create an awareness of the need for planning future careers.

Theories of Career Development Samuel H. Osipow. Prentice-Hall, Inc, 1973.

Vocational and Career Education Concepts and Operations. C. C. Calhoun and A. V. Finch. Belmont CA: Wadsworth Publishing Co, Inc. 1976.

Vocational Guidance and Career Development. Herman J. Peters and James C. Hansen. Macmillan Publishing Co, 1977.

What Shall I Order for Our Career Planning and Placement Library? College Placement Council. 1976.

What Employers Want. James C. Worthy. Science Research Associates, Inc. 1971. 44 pp. ($1.60)

Who's Hiring Who. Richard Lathrop. The purpose of this book is to double your prospects for finding the job you want at the peak of your abilities and at the highest possible pay. This book applies to every career minded applicant who wants to find challenging work that leads to future advancement. WHE offers authoritative guidance in planning out the job-finding campaign with special emphasis on how to cope successfully with typical job-search problems. Ten-Speed Press. ($5.95)

Writing Resumes, Locating Jobs, and Handling Job Interviews. Michael J. Freeman. Learning Systems Company.

Why and How to Prepare an Effective Job Resume, J. L. Angel. World Trade Academy Press, 50 East 42nd Street, New York 10017. 1972. 506 pp. ($12.50)

WOMEN AND SEX STEREOTYPING: INSTRUCTIONAL MATERIALS

Careers for Women in the 70's, Women's Bureau, Employment Standards Administration, U.S. Department of Labor, Washington, D.C. 20210. Available U.S. Government Printing Office. 14 pp. Single copies free from the Women's Bureau. Suggests careers which women might want to consider, in view of labor market demands during the 1970's. (50¢)

Equity Career Education Curriculum Guide. Maple Heights City School District, Center for Equity Career Education. Available from Maple Heights City School District, The Center for Equity Career Education, 5500 Clement Drive, Maple Heights, Ohio, 44137. Curriculum guide for grades 3, 6, 8 and 10 including lessons, learning activities, evaluation suggestions, and recommended materials.

A Guide to Exciting Career Opportunities. Sylvia R. Coppersmith. Pilot Books, 347 Fifth Avenue, New York. 1972. 48 pp. Most women do not realize how vast the field is for those who want jobs with travel as a requirement. This book shows where the traveling jobs are, how to get them, what to do after the job is landed and the planning required before starting the trip. ($2.00)

Management Careers for Women. Irene Place and Alice Armstrong. Vocational Guidance Manuals, a division of Data Courier, Inc. 1975. 219 pp. Relating to women in all professions, this book focuses on opportunities for the career-minded woman in management and administration. It contains an introduction to management philosophies and practices, management problems, terminology and trends, organizational climate, and career development problems. A management self-rating quiz and suggestions for developing management skills are included. It is important reading for women entering business for the first time and for women starting a second career. (Paperback, $3.95; hard-cover, $5.95; 40¢ postage and handling)

Nonsexist Curricular Materials for Elementary Schools. Laurie Olsen Johnson (ed.) Old Westbury, New York: The Feminist Press, 1974. This is an extensive packet of materials and bibliographies for the teacher and student; useful as guides and models for creating nonsexist curriculum and classroom. ($5.00)

Non-Traditional Career Day Program. Feminist Action Alliance, Inc., P. O. Box 54717, Civic Center Station, Atlanta, Georgia. 30308. 1975. This is a "how-to" packet to help in planning a program. ($5.00)

Other Choices for Becoming a Woman. J. Mitchell. Pittsburg, Pennsylvania: Know, Inc., 1974. A feminist handbook for high school women to help them realize their potential as women and plan now for other choices. ($5.50)

"Recognizing Sexism in Your School (and reverse), School Spread Sexism." Resource Center on Sex Roles in Education, The National Foundation for Improvement of Education, Washington, D.C. A handsome 16" x 23" poster.

Reducing Sex Stereotyping, Assistance Packet #3. Terry Newell. Mr. Terry Newell, Office of Career Education, U.S. Office of Education, Room 3108-A ROB-3, 7th and D Streets, S.W., Washington, D.C. 20202. This packet was designed to provide ideas and resources that could be used to design classroom activities aimed at reducing sex stereotyping in career choice. The following general areas are covered:

1. Classroom activity suggestions, grade K-12.
2. Curriculum resources, a brief bibiliography of materials and films.
3. Guidelines for use in developing stereotype-free local materials.

Sex-Fairness in Career Guidance: A Learning Kit. Linda Stebbins, Nancy Ames and Ilana Rhodes. Abt Publications, 1975. This product consists of spirit masters, an audio tape and a 265-page handbook. The materials establish an awareness of current sex bias problems in the occupational structure, with recommendations on how to cope with and modify behavior. The background of sex bias is sketched. Activities for self-evaluation thought questions, pre and post-tests are suggested, and an annotated bibiliography is included. Designed primarily for counselors, counselor and career educators, school administrators, teachers and librarians, the learning kit could prove useful to upper-level high school students and college students, rehabilitation counselors, and parent-teacher associations. ($15.00 plus postage)

Sex Roles: Past, Present, and Future. Prudence Leib. The Population Institute, Organization Liaison Division, 110 Maryland Avenue, N.E., Washington, D.C. 20002, 1975. A bibliography of guides to simulations, games, and activities.

Sexism in Education. Emma Willard Task Force on Education. (2nd Ed. rev.) Minneapolis, Minnesota: The Emma Willard Task Force on Education, 1971. 87 pp. This book offers information concerning sexism and provides articles, short biographies, exercises and tests which can be utilized effectively in the classroom by teachers to help overcome sexism. Slightly over one-third of this publication contains an extensive bibliography on Women. ($3.50)

Steps to Opening Skilled Trades to Women. Women's Bureau, U.S. Department of Labor, Washington, D.C. 1974. This paper discusses ways women can get into the trades and unions. (Free)

Students: Equal Opportunity in Higher Education is Your Right Regardless of Race, Color, National Origin or Sex. Office for Civil Rights, U.S. Department of Health, Education and Welfare, Washington, D.C. 1973. Shiny three-color 12" x 15" poster reminds us that equality in counseling, facilities, housing, etc., IS the law. (Free)

Today's Changing Roles: An Approach to Nonsexist Teaching. Resource Center on Sex Roles in Education, National Foundation for Improvement of Education, 1201 16th Street, N.W., Washington, D.C. 20036. 1974. Includes lessons with behavorial objectives, concepts, and student materials and sections on awareness of role stereotypes, attitudes, values, and choices. Elementary and secondary. ($3.00)

Twenty Facts on Women Workers. Women's Bureau, U.S. Department of Labor, Washington, D.C. (Free)

Vocational Readiness Program. Y.W.C.A. of Los Angeles, Los Angeles, California, 1973. The Vocational Readiness Package includes six mimeographed documents which utilize simulation games and role-playing while employing peer group counseling techniques to dramatize the realities concerning women in marriage and careers today. All the documents are illustrated, colorful and very easy to use. Teachers and counselors, who want to help female high school students explore the possibility of marriage and careers, may find these documents useful in their work.

Women at Work. I. Kane. San Francisco, California: Change for Children, 1974. Packet of fifteen 8 x 10 photo reproductions of women of different ages and ethnic backgrounds working in non-traditional jobs. Suggestions for classroom use come with each packet. Write for brochure. ($3.50)

Women at Work: Choice and Challenge. New York: Guidance Associates, 1975. This program, which consists of two full-color filmstrips (sixteen to seventeen minutes each), two lp records or two cassettes, and a teacher's guide, explores the changing role of women in the labor force and the challenges these changes have generated. Part I provides information on the development of women's work roles throughout important periods in American History such as colonial times, westward expansion, the Civil War, World War II, and the 1960s. Part II contains interviews with women, their spouses, children, or co-workers which provide personal insights into the effects of work on women. Interviews show an assistant U.S. Attorney, a mechanic, a medical technologist, and a secretary. The discussion guide contains teaching and discussion materials and filmstrip scripts. The program can be useful to those presenting information on career options of women. Grades 7-12. ($48.50)

Women at Work: A Photographic Documentary. Betty Medsger. New York: Sheed and Ward, Inc., 1975. 212 pp. This document portrays the wide range of work done by women in the U.S. To convey the real images of women, the author photographs and talks with American women in a variety of occupations. This report would aid school personnel wanting to help destroy stereotypes, and expand student's concepts of the world of occupations. Grades 10-12. ($7.95)

Women in Careers. Santa Ana, California: Doubleday Multimedia, 1973. This fifteen minute, 16 mm or super 8 mm color film emphasizes the change in social values in our society today. The points that women may have both a career and a family or a career only and that women are entering many fields previously thought to be solely male are made by showing women in actual work situations. Four occupational settings are presented: floral design, assistant social work for Operation Headstart, physical education department teacher at a state college, and a city councilwoman. The film shows the satisfaction derived from each career. A teacher's guide is also included. The film can be used by teachers who are presenting various career options. Grades 7-12. ($210.50, purchase; $21.00, rental)

Women in the Work Force: Follow-up Study of Curriculum Materials. Louise Vetter, et al. Columbus, Ohio: The Center for Vocational Education, 1975. 54 pp. This publication is a follow-up study of a curriculum unit, "Planning Ahead for the World of Work," which aids secondary school girls in making career plans that are consistent with their interests and capabilities and with the realities of the world of work. There is an introduction to the problem, methods and procedures, and the results of the survey. The instruments in the survey are also a part of the publication. The findings of this follow-up study, the findings of the original development and testing of the unit, and the unit itself should be of interest to teachers and counselors of girls as well as to researchers and to educational planners developing curricula and guidance experiences for these students. Grades 7-12.

The Women's Action Alliance Guide to Non-Sexist Early Childhood Education. Barbara Sprung. Citation Press, 1975. This guide provides a practical model for achieving a non-sexist classroom environment: specific curriculum units, how to work with parents, resource and materials section, checklist for evaluating sexism in the classroom and an annotated bibliography.

Working Women and Their Organizations: 150 Years of Struggle. Joyce Maupin. Berkeley, California: Union WAGE Educational Committee, 1974. How women organized, from the first women's strike in 1824 to organizing drives and picket lines today, is outlined in this booklet. For the high-school teacher and his/her students. ($1.00 plus 25¢ postage)

Why Not Be. . .? Women's Bureau, Employment Standards Administration, U.S. Department of Labor, U.S. Government Printing Office. Each, eight panels in length, describing the educational background needed, the salary range and the job itself. An Apprentice? Leaflet 52, 1974; a Medical Technologist? Leaflet 44, 1971; an Optometrist? Leaflet 42, 1968. Single copies free from Women's Bureau. (In quantity, 25¢ per leaflet)

Will Marriage Turn You on for 50 Years? Y.W.C.A. Vocational Readiness Program, Y.W.C.A. of Los Angeles, California. Games, role playing and counseling techniques dramatizing the realities concerning women in marriage and careers. Useful with junior and high school students. (15¢)

Your Future as a Working Woman. Gloria Stevenson. Richards Rosen Press, Inc., 1975. 190 pp. Explains why high school girls need to plan careers and how to make the most of their work years. Statistics on job prospects in traditional and nontraditional occupations, women's work patterns and organizations offering career counseling for women are presented. ($4.80)

WOMEN AND SEX STEREOTYPING: PROFESSIONAL MATERIALS

America's Working Women. Rosalyn Baxandall, Linda Gordon, and Susan Reverby. Vintage Books (A Division of Random House), 201 East Fiftieth St, New York, N. Y. 10022. 1976. A documentary history of the working woman from 1600 to the present. The book offers contemporary essays, diaries, union records, letters, songs, social workers' reports, statistics, and photographs that chronicle the lives of women laborers of all cultures, races, and work force areas. (paperback, $6.95)

An Annotated Selected Bibliography of Bibliographies on Women. Margrit Eichler. Ottawa, Canada: Association of Universities and Colleges of Canada. 151 Slater St. Ottawa K1P 5N 1. A comprehensive guide which describes over 40 extensive and specialized bibliographies concerning women. ($1.00)

Avoiding Stereotypes: Principles and Applications. Dallas, Texas: Houghton Mifflin Co, 1975. 30 pp. In an effort to eliminate stereotyping of minorities and women in educational materials, this publisher offers these guidelines, which it intends to follow, so as to bring their books and related educational materials into line with today's imperfections. It identifies racial and sexual stereotypes that appear in books and other publications and organizes them under several major headings. They are: personal attributes, physical appearance, roles and activities, group configurations and language. (Grades K-14).

The Awareness Game. Resource Center on Sex Roles in Education. Washington, D. C.: Resource Center on Sex Roles in Education, 1973. Fifteen essays giving an overview of sexism in education. (50¢)

Biased Textbooks. Lenore J. Weitzman and Diane Risso. Washington, D. C. Resource Center on Sex Roles in Education, 1975. ($1.00)

Careers for Peers. Klaine K. Binders and Shulasmith R. Elster. Washington, D. C.: Wider Opportunities for Women, 1975. 82 pp. A comprehensive document designed for use by teachers and counselors. Use of the ideas presented can help student increase their awareness of sex stereotyping and their ability to find jobs, provide techniques to improve students' skills needed in making career decisions, and train students to work with their peers. Topics reviewed in the manual are: developing a career center, training students as information specialists, giving employment information, discussing sex-role stereotyping, making a self-assessment, researching career fields, making career decisions and discussing job-finding techniques. Included with this document is a set of four student booklets discussing ways of finding a job and exploring occupations.

A Chance to Choose. J. Birk. Washington, D. C.: Project on Sex Equality in Guidance Opportunities, American Personnel and Guidance Association. A filmstrip on counseling included in the Multi-Media Kit developed by the SEGO Project.

Channeling Children: Sex Stereotyping in Prime-Time TV. Betty Miles. Princeton: Women on Words and Images, 1975. The publication analyzes 20 TV shows and documents the extent of sex stereotyping in popular television. The chapter "Changing the Stereotypes" is helpful for those wishing to change or combat the myths television fosters. ($2.50)

A Comprehensive View of Career Development. Gary Walz et al. (eds.) Washington, D. C.: American Personnel and Guidance Association. 1974. 104 pp. The monograph speaks to a significant and emerging trend in career planning--career guidance and women, guidance and the technological boom, and models for future planning. The monograph is the outcome of a workshop sponsored jointly by APGA, Impace Magazine, and the ERIC Counseling and Personnel Services Center. ($5.50 to APGA members; $6.50 to non-members)

Counseling Girls and Women: A Guide for Jewish and Other Minority Women. Esther Matthews, et al. Washington, D. C.: American Personnel and Guidance Association, 1972. 96 pp. This monograph is the result of a workshop of the same name. The document develops and promotes awareness, understanding, and knowledge needed by the counselor to assist girls and women in utilizing their potentiality in the world of work. Bibliographies are included. Counselors may use this monograph as a referemce when counseling women. Grades K-12. ($2.50)

Dimensions on Women's Employment in Non-Traditional Female Occupations, A Selected Bibliography, January 1970-July 1975. Martha W. Tack, and Deborah T. Ashford. Prepared for the United States Office of Education, Bureau of Occupational and Adult Education, September 1975. 76 pp. The purpose of this study was to develop a general bibliography on the successful employment of women in non-traditional occupations. Non-traditional was defined as all occupations except those related to homemaking, nursing, elementary or secondary education, and stenography. Included are articles from periodicals, books, brochures, leaflets, monographs, pamphlets, reports, U.S. Government documents and dissertations. Availability: U.S. Office of Education.

Doctor, Lawyer, Indian Chief? Sex Stereotypes in Career Education Materials. Princeton, New Jersey: Women on Words and Images, 1975. An analysis of the sexism in career materials in the schools is carefully documented in this book. ($1.50)

Eliminating Sex Discrimination in Schools: A Source Book. North Carolina Department of Public Instruction, Research and Information Center; Raleigh, North Carolina, 1975. Sections on the importance of nonsexist language, sex-bias in instructional materials, and sex bias in high school guidance and counseling.

Employment Law File, Sex Discrimination in Employment. Mary C. Dunlap, (ed.) Application of Title VII. Community Law Reports, Inc., P.O. Box 1234, Santa Cruz, California 95061. 1975. Concise and practical guide to basic employment rights and guaranteed by federal law (Title VII). (An up-date service also available.) ($22.00)

Expanding Nontraditional Opportunities in Vocational Education. Ellis Associates, Inc. P.O. Box 466, College Park, Maryland 20750. Three inservice training packages which include: approaches to expanding nontraditional opportunities in Vocational Education, barriers to expanding nontraditional opportunities for Vocational Education students, and legislation addressing equal opportunity in Vocational Education and employment.

Facilitating Career Development for Girls and Women. Washington, D.C.: American Personnel and Guidance Association, 1975. 112 pp. Order #72211. This publication consists of selections from papers presented at a workshop sponsored by NVGA, the North Carolina Department of Instruction, and the North Carolina Commission on the Education and Employment of Women, held at Appalachian State University, Boone, North Carolina, in July, 1973. Topics include "Career Barriers: Are They Falling Down." by S. Norman Feingold, "Young Children's Perceptions of Occupational Roles" by Grace Bingham, "Liberated Counseling" by Nancy Schlossbert, "Women in Politics" by Laura Talley, and eight others. ($2.95)

Feminist Resources for Schools and Colleges: A Guide to Curriculum Materials. Old Westebury, New York: Feminist Press, 1973. This resource list is for teachers, students, counselors, librarians and parents interested in challenging sexism in education and creating non-sexist curriculum. ($1.25)

Free to Dream: A Study of Sex-role Stereotyping in Elementary Career Awareness Books. Peoria Chapter Education Task Force, National Organization for Women. Peoria, Illinois 61603. 1974. ($1.50)

Facts on Women of Minority Races. Women's Bureau, U.S. Department of Labor. Washington, D.C.: 1974. Statistics on Women by age, race, marital status, number of children, education, occupation groups, salary and wages are given. (free)

Girls and Boys . . . Together. Feminist Book Mart. Flushing, New York. Bibliography/catalog lists non-sexist materials for people from 3 years through 17 years. ($1.00)

Guidelines for Assessment of Sex Bias and Sex Fairness in Career Interest Inventories. National Institute of Education and Work Group. Washington, D.C.: 1974. 13 pp.

A Handbook for Workshops on Sex Equality in Education. Mary Ellen Verrheyden-Hillard. Developed under a contract from the U.S. Department of Health, Education and Welfare, Office of Education, Women's Program Staff, by the American Personnel Guidance Association, Washington, D.C.: U.S. Government Printing Office, 1976. 80 pp. Availability: American Personnel and Guidance Association Sex Equality in Guidance Opportunities (SEGO) Project. Over 300 workshops have been conducted. This guide includes information, resources activities to help an individual organize and lead a workshop on sex equality in education. It presents workshop outline, backup material for the workshop leader on the socialization of boys and girls, double discrimination of minority girls and women, counseling materials, curriculum, athletics in an educational setting and statistical information on women's lives. Comprehensive appendices contain Title IX and its Regulation, U.S. Equal Employment Opportunity Commission's "Guidelines on Discrimination Because of Sex," National Institute of Education, DHEW, "Guidelines for Assessment of Sex Bias and Sex Fairness in Career Interest Inventories" and on the Women's Educational Equity Act.

Issues of Sex Bias and Sex Fairness in Career Interest Measurement. Esther E. Diamond (ed.), Washington, D.C.: National Institute of Education, 1975. 219 pp. This book is a series of papers with bibliographies which not only give an overview of the issues of sex bias in counseling and teaching, but also represent a comprehensive analysis of sex bias in measurements and inventories.

Little Miss Muffet Fights Back. (rev. ed.) Feminist Book Mart. Whitestone, New York: Feminists on Children's Media, 1974. 64 pp. An annotated list of recommended non-sexist books about girls for young readers (textbooks are not included). ($1.25)

Major Report on Professional Women and Minorities. American Association for the Advancement of Science, Scientific Manpower Commission, 1975. This 320-page study provides information on women and minority group members, with emphasis on the sciences, engineering, arts, humanities, education and the professions.

Mathematics and Sex. John Ernest. Santa Barbara, California: Departpartment of Mathematics, University of California, Santa Barbara, California 93106. 1975. A survey of women in the field of mathematics indicates that girls are limited and stereotyped from kindergarten through graduate school. (free)

Men and Masculinity. Joseph M. Pleck and Jack Sawyer (ed). Los Angeles, California: Spectrum Productions, 1974. This is a collection of writings about the men's liberation movement, covering many aspects of "masculine" problems from child care to politics. ($2.95)

A Model for Non-sexist Child Development: A Preschool Program. Women's Action Alliance. New York: 1975. Thirty-two page booklet describes Alliance program, contains an annotated bibliography and resource list of materials, organizations and publications. ($1.50)

Most Women Work Because of Economic Need. Washington, D.C.: Women's Bureau, U.S. Department of Labor, 1974. Bar graph representation of women in the labor force by marital status. (free)

New Career Options for Women. Helen S. Farmer and Thomas Becker. Forthcoming 1977. Presents a three-part series: A Counselor's Source Books, Things are Looking Up, and Selected Annotated Bibliography. Human Sciences Press, 72 Fifth Avenue, New York, New York 10011.

On Campus with Women (Number II). Project on the Status and Education of Women, Association of American Colleges. This paper includes information about affirmative action, employment, education, admission and sports. Washington, D.C.: Project on the Status and Education of Women, Association of American Colleges, 1975. (free)

The Psychology of Sex Differences. Eleanor E. Maccoby, and Carol N. Jacklin. This book is a compilation of the research and interpretive writings concerning how the sexes differ and how they do not differ in many aspects of psychological functioning. Stanford, California: Stanford University Press, 1974. ($18.00)

Publications of the Women's Bureau. Washington, D.C.: Women's Bureau, U.S. Department of Labor, 1974. Over 75 listings of excellent resource material. (free)

Resources for Counselors, Teachers and Administrators. 2nd ed. Divided into six categories--Bibliographies/resources, counseling, curriculum, girls & women/boys and men, sports and the law--are listings of current useful material. Additional information lists organizations, publishers, reports on sex bias in schools and scholarship aid available to women. Washington, D.C.: American Personnel and Guidance Association (Project on Sex Equality in Guidance Opportunities).

Self-Study Guide to Sexism in Schools. Harrisburg, Pennsylvania: Pennsylvanians for Women's Rights, Pennsylvania Department of Education, Box 911, 17126. A model organizing tool for community and statewide groups.

Sex Role Stereotyping in Elementary Schools. Hartford, Connecticut: The Connecticut Public Interest Research Group, 1974. 78 pp. This document reports on: (1) how to stop sex stereotyping in the elementary textbooks, library materials, and the elementary classroom, (2) alternative elementary school materials, (3) how to counter sex stereotypes in the home, and, (4) teacher training and parent awareness workshops. Rural school staff and parents, searching for ways to get involved in stopping sex stereotyping, should find this publication very helpful. The appendix of this document includes a series of questions on how to use Title IV of the Education Amendments of 1972 to combat sex stereotypes in elementary education. Grades K-6.

Sex Role Stereotyping: Helping Teachers Teach. Washington, D.C.: National Education Association. Availability: National Education Association, Customer Service Section 148, 1201-16th Street, N.W., Washington, D.C. 20036. Brochure lists non-stereotyped (race or sex) print and audio-visual materials with price list.

Sex Stereotyping and Occupational Aspiration: An Annotated Bibliography (BB-29.) 1975. Columbus, Ohio: The Center for Vocational Education. 43 pp. A collection of 122 abstracts on sex stereotyping/vocational education or occupational aspiration. ($3.00)

Sexism in School and Society. Nancy Frazier and Myra Sadker. The authors attempt to break down the walls of sexism by providing the reader with relevant information. This paperback book contains a series of eight major topics: (1) the possibility of change, (2) down with the ladies, (3) who is Sylvia?, (4) the final report card, (5) sex bias; the hidden curriculum in the elementary school, (6) the high school years, (7) the male university, and (8) the anatomy of change. Persons who want to eliminate programmed stereotypes should find this book very useful.

Sexism and Youth. D. Gersoni-Stavn, (ed.) New York: R.R. Bowker, 1974. 465 pp. ($9.95)

Staff Awareness: Racial, Socioeconomic, Sex Stereotypes Limit Career Potential. The Center for Vocational Education, Ohio State University, 1974. This 175-page manual helps increase and broaden the expectation of teachers toward the career potentials of all students. The program is designed to aid teachers to: (1) gain a greater awareness of the career potential of each student irrespective of the student's sex, ethnic background or socioeconomic status; (2) develop a greater awareness of the relationship between student behavior directed by the teacher and the teacher's expectations for the students; (3) broaden career expectation that the teacher holds for each student; (4) change attitudes and behavior that may limit student aspirations and/or achievement; and (5) develop instructional strategies and classroom behavior that assists students to broaden career aspirations. The program applies these goals through a local study to assess the needs and existing situation; a ten hour in-service program; and implementation in the classroom.

The State of the Art of Counseling High School Girls. Peggy J. Hawley. San Diego, California: San Diego State University, 1975. 38 pp. This study sought to gather data on the life goals of high school girls and data on the extent of counselors' knowledge of women's career development. Another concept examined is the tendency of many people to dichotomize human characteristics into male/female categories or to view characteristics in terms of individual traits and abilities without sex referent. This study should be primarily of interest to guidance counselors. Tables, instruments, research questions and references are also included in this mimeographed document. Grades 10-12.

Training the Woman to Know Her Place: The Social Antecedents of Women in the World of Work. Sandra Bem and Daryl Bem, Harrisburg. Penn. State Department of Education, 1974. 25 pp. This paper gives a picture of women facing a variety of barriers in the world of work. The following major topics are discussed: women in the world of work, discrimination, sex-role conditioning, the presumed incompatibility of family and career, and preparing for the future. This publication may be useful to guidance counselors, educators and school administrators who are interested in sex-role stereotyping. Grades 7-12.

Women: A Bibliography of Their Education and Careers. H. Astin, N. Suniewick and S. Dweck (eds.) New York: Behavioral Publications. 1974. Comprehensive selection of over 350 abstracts, annotations of the research literature. ($10.95)

Women at Work. Mary L. Ellis. Raleigh, North Carolina: Center for Occupational Education, North Carolina State University, 1974. 165 pp. ERIC (ED 118 720). Women at Work focuses on the end results of one national invitational seminar workshop and a series of regional workshops (1972-1974) planned around the theme of women in the world of work. Sponsored by the U.S. Office of Education and conducted by the Technical Research Centers, the workshops featured nine major presentations reproduced in an appendix to this report. An introduction traces historical, social, and psychological influences affecting women's status and identifies the workshop's purpose as the achievement of greater equality for women in education and employment. The following section features a series of 14 recommendations with accompanying lists of specific suggested actions designed to eliminate sex discrimination. The final segment of the report, dealing with workshop impact, suggests the necessity for attitude changes in the home and community as well as in education and employment, and predicts new strategies, programs, and services moving toward equality for women.

Women at Work: An Annotated Bibliography. MeiLaing Bickner. Los Angeles, California: Manpower Research Center, University of California, 1974. 437 pp. Availability: ERIC (ED 095 398) This bibliography was sponsored by the Manpower Administration, U. S. Department of Labor. The bibliography includes sections on historical development, education and training, working women, occupations, special groups, and public policy. The section on education and training devotes subsections to counseling and guidance, job training, educational attainment, and continuing education. Subsections within the section on working women include a statistical profile, characteristics of the working woman, earning, unions and working women, and attitudes toward working women. The section on occupations deals with women in the professions, academic, management, public employment, clerical, sales and services; and semi-skilled and unskilled occupations. Special groups included are teens and youth, working mothers, mature women, and minority women. Public policy considered includes major Federal laws, Equal Employment Opportunity Commission decisions, significant court decisions, National Labor Relations Board decisions, law review articles, and books, pamphlets, and miscellaneous publications. Bibliogrpahies are included.

Women at Work: Report on a Series of Regional and National Seminar/Workshops on Women in the World of Work. Washington, D.C.: Technical Education Research Centers, 1974. This report includes the speeches, agenda, participant lists, bibliography and evaluation of the seminar which was designed to further development of leaders in vocational-technical education. ($8.50)

Women in Apprenticeship--Why Not? U.S. Department of Labor. (Manpower Research Monograph No. 33) Washington, D.C.: U.S. Department of Labor, U.S. Government Printing Office, 1974. 34 pp. This monograph can aid school personnel who are interested in teaching high school students about the women's place in the world of work. Grades 10-12.

Women in Education: Changing Sexist Practices in the Classroom. Marjorie Stern (ed.) Washington, D.C.: American Federation of Teachers, Women's Rights Committee, 1973. 75 pp. Topics are clustered under three major titles in this document. They are: why sexist practices should be changed, methods you can use in your classroom, and other suggested materials such as: activities, course outlines, available resources, and a bibliography. This booklet may serve as a resource document for elementary and high school teachers in their efforts to eliminate sexual stereotyping from the schools.

Women in Industry. Washington, D.C.: National Association of Manufacturers. 96 pp. Educators, government and business leaders were brought together for a conference at Mary Baldwin College with the goal of developing a better utilization by business and industries of colleges as a source of talented women. Some of the topics highlighted in this monograph are: new perspectives for women's colleges, the current climate in the women's rights movement, the government's role and college/business plan of action. In the appendix are found bibliographical sketches of the participants and companies and organizations represented. Grades 10-14.

Women in Non-Traditional Occupations--A Bibliography. Koba Associates, Inc., Washington, D.C.: U.S. Office of Education, Bureau of Occupational and Adult Education, 1976. 190+ pp. Availability: U. S. Office of Education. An annotated bibliography of literature about women in non-traditional occupations. The literature described in this document (1970-1976) is available nationwide, and includes magazines and journal articles, books, dissertations, pamphlets, brochures and government documents.

Women in Vocational Education: Project Baseline Supplementary Report. Northern Arizona University, 6502 North 35th Avenue, Phoenix, Arizona 85017. 1975. This is one of a series of special reports that reviews and analyzes available data on women in vocational education with recommendations for change prepared by the Northern Arizona University under contract sith the U.S. Office of Education.

We Can Change It! S. Shargel and I. Kane. San Francisco, California: Change for Children, 1974. Ideas, experiences and suggestions for elminating sex and race stereotyping in pre-school and elementary school classrooms. ($1.00)

What is Affirmative Action? Resource Center for Sex Roles in Education. Washington, D.C.: National Education Association, 1973. Booklet is in question and answer form as a way for determining discrimination in educational institutions regarding employment. ($1.00)

Why Women Work. Washington, D.C.: Women's Bureau, U.S. Department of Labor, 1974. Women work to support themselves and others; discussion supported by facts and figures. (free)

Why Would a Girl Go into Medicine? Margaret A. Campbell, M.D. Old Westbury, New York: The Feminist Press, 1973. 166 pp. This book studies prejudice and discrimination against women in the health field. Working for change, organizing, collecting and analyzing data, and admission to medical schools is discussed. There is a listing of individual medical schools. Intended for post-secondary and university personnel. ($3.50)

You Won't Do--What Textbooks on U.S. Government Teach High School Girls. J. Macleod and S. Silverman. KNOW, Inc. Pittsburg, Pennsylvania, 1974. This work includes suggestions for action and recommendations for changing curriculum. Also included: an annotated bibliography of studies of women in textbooks. ($2.25)

U. S. GOVERNMENT PUBLICATIONS ON CAREER EDUCATION
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Publications listed are available in single or multiple copies from Government Printing Office at the price indicated. When ordering, please provide the GPO Stock Numbers, enclose remittance, and mail to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Prices are subject to change.

Single copies of government publications with an asterisk (*) at the beginning of the entry are available without charge from OCE while supplies last. To obtain copies, write to the Office of Career Education, U.S. Office of Education, Room 3100, 7th and D Streets, SW, Washington, D.C. 20202. Be sure to cite full titles. When requesting NACCE publications, please write "NACCE Publications" on the outside of the envelope.

Additional career and vocational education materials are available from the following HEW sources:

National Center for Education Statistics, Adult and Vocational Education Surveys Branch, Room 3071, 400 Maryland Avenue, SW, Washington, D.C. 20202.
National Institute of Education, Education and Work Group, Room 600, 1200 - 19th Street, NW, Washington, D.C. 20036.
Bureau of Occupational and Adult Education, U.S. Office of Education, Room 4153, 400 Maryland Avenue, SW, Washington, D.C. 20202.

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The Office of Career Education, Rm. 3100, Regional Office Bldg, 7th and D Streets, SW, Washington, D.C. 20201 (202) 245-9634, has a limited supply of government publications on career education marked *. They will send single free copies upon request as long as the supply lasts. When OCE supply is exhausted, order from U.S. Government Printing Office.

CAREER AND VOCATIONAL EDUCATION MATERIALS

Career Education. Describes the concept of career education which is to prepare students for a successful life of work by increasing their options for occupational choice, by eliminating barriers to attaining job skills, and by enhancing learning achievement in all subject areas and at all levels of education. Revised 1972, reprinted 1973. 10 p. il.
HE 5.280:80075-72 017-080-01081-0 $ .40

* Career Education of Adults. John R. Valley. NACCE. 1977. 73 p.
HE 19.116:Ad 9 017-080-01736-9 2.20

* Career Education and Basic Achievement, A Descriptive Analysis of the Research. 1977. 101 p.
HE 19.102:C 18/7 017-080-01720-2 2.75

Career Education, A Handbook for Implementation. Discusses the concept of career education and provides details on how career education programs can be developed in schools. The handbook will be of particular interest to school administrators, curriculum planners, and others involved in planning educational programs. Reprinted 1974. 102 p. il.
HE 5.6/2:C 18 017-080-00926-1 1.10

Career Education for Leisure Occupations: Curriculum Guidelines for Recreation, Hospitality and Tourism. Presents guidelines designed to assist educators in developing career education programs, with specific focus on the leisure occupations. Discusses the leisure phenomenon, the rapidly growing leisure industry, career opportunities, and employment requirements for leisure occupations. 1973. 77 p. il.
HE 5.6/2:L 53 017-080-01112-3 1.25

Career Education Practice. This document provides educators with a brief overview of career education in terms of what it is, examples of locally developed programs, and possible concerns and implications for future program development. 1973. 91 p. il.
HE 18.11/2:65 017-080-01123-9 1.65

* Career Education in the Public Schools, 1974-75: A National Survey. Presents a comprehensive picture of the status of career education in the United States during 1974-75, with several projections for the 1975-76 school year. 1976. 348 p. il.
HE 19.102:C 18/3/974-75 017-080-01560-9 4.00

Career Exploration in Marketing and Distribution. A complete course outline and curriculum about career opportunities in marketing and distribution. The course materials are divided into two parts: A general discussion of career decision-making skills, and an explanation of marketing and distribution principles, occupations in the field, and skills necessary for those considering such occupations. 1975. 3[illegible] p. il.
HE 19.102:C 18 017-080-01494-7 4.65

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Career Exploration, Student Guidebooks. This series of booklets helps students to appraise the pros and cons of a variety of careers. Each booklet provides readers with advice from working professionals, answers to frequently asked questions, information on qualifications, duties and responsibilities, and down-to-earth advice on employment opportunities and salaries. Armed with this advice on the realities of a career, a secondary school student is better equipped to make a long-range decision, and to begin shaping education and experience to meet the requirements of that career.

Exploring Arts and Humanities Careers in the Community: A Program Planning Guide. 1976. 64 p.
HE 19.108:Ex 7/5 017-080-01648-6 $ 1.25

Exploring Careers in the Humanities, A Student Guidebook. 1976. 175 p. il.
HE 19.108:Ex 7/8 017-080-01649-4 2.45

Exploring Dance Careers, A Student Guidebook. 1976. 28 p. il.
HE 19.108:Ex 7 017-080-01638-9 .75

Exploring Music Careers, A Student Guidebook. 1976. 67 p. il.
HE 19.108:Ex 7/10 017-080-01639-7 1.30

Exploring Theater and Media Careers, A Student Guidebook. 1976. 138 p. il
HE 19.108:Ex 7/6 017-080-01640-1 2.15

Exploring Visual Arts and Crafts Careers, A Student Guidebook. 1976. 162 p. il.
HE 19.108:Ex 7/4 017-080-01641-9 2.35

Exploring Writing Careers, A Student Guidebook. 1976. 74 p. il.
HE 19.108:Ex 7/2 017-080-01642-7 1.40

Three Hundred Ninety-One Ways to Explore Arts and Humanities Careers. 1976. 168 p.
HE 19.108:Ex 7/3 017-080-01643-5 2.40

Career Guidance in the Arts and Humanities: Activities, Information and Resources for Grades 7-12. Aids counselors and teachers of grades seven through twelve in providing their students with a realistic perspective on careers in the arts and humanities. Includes: Activities through which students examine their interests and abilities, suggestions for occupational interest inventories and aptitude tests, possible sources of student information on arts and humanities occupations, and a discussion of educational preparation for careers. 1976. 188 p.
HE 19.108:C 18 017-080-01644-3 2.60

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Career Thresholds, A Longitudinal Study of Educational and Labor Market Experience of Male Youth.

Volume 1.			OUT OF PRINT.	029-000-00059	
Volume 2.	1971.	160 p. il.	L 1.39/3:16/v. 2	029-000-00119-7	$ 2.30
Volume 3.	1971.	165 p. il.	L 1.39/3:16/v. 3	029-000-00137-5	2.40
Volume 4.	1974.	198 p. il.	L 1.39/3:16/v. 4	029-000-00205-3	2.25
Volume 5.	1975.	96 p.	L 1.39/3:16/v. 5	029-000-00253-3	1.65
Volume 6.	1977.	357 p.	L 1.39/3:16/v. 6	029-000-00292-4	5.00

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Career and Vocational Education, 1975 State Activity. 1976. 84 p.

HE 19.102:C 18/5/975 017-080-01625-7 1.15

Careers in Communications Media. A guideline for instructors organizing courses for career exploration in the communications field. Describes various occupations in the communications field and offers a step-by-step approach to overall career planning. 1975. 288 p.

HE 19.108:C 73 017-080-01496-3 5.60

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Careers in Construction. The following manuals are designed for a course to be given to high school students interested in careers in the construction industry. The course attempts to establish realistic work situations so students can have accurate experiences and specific career information concerning all construction trades.

Articulation Guide. 1975. 8 p.

HE 19.108/2:Ar 7 017-080-01417-3 .35

Exploration Level:

Careers in Construction - Instructor's Guide. Reprinted 1976. 118 p. il.

HE 19.108/2:C 18/Instructor 017-080-01414-9 4.15

Careers in Construction - Student Manual. 1975. 104 p. il.

HE 19.108/2:C 18/Student 017-080-01415-7 1.35

Occupational Preparation Level:

Electricity - Instructor's Guide. 1975. 165 p. il.
HE 19.108/2:El 2/Instructor 017-080-01453-0 $ 3.30

Electricity - Student Manual. Reprinted 1976. 60 p. il.
HE 19.108/2:El 2/Student 017-080-01421-1 .85

Engineering, Support and Management Services - Instructors'
Guide. 1975. 268 p. il.
HE 19.108/2:En 3/Instructor 017-080-01451-3 5.40

Engineering, Support and Management Services - Student Manual.
1975. 128 p. il.
HE 19.108/2:En 3/Student 017-080-01454-8 1.55

Finishing - Instructor's Guide. 1975. 177 p. il.
HE 19.108/2:F 49/Instructor 017-080-01419-0 3.95

Finishing - Student Manual. 1975. 132 p. il.
HE 19.108/2:F 49/Student 017-080-01455-6 1.55

Masonry - Instructor's Guide. 1975. 129 p. il.
HE 19.108/2:M 38/Instructor 017-080-01452-1 3.00

Masonry - Student Manual. Reprinted 1976. 75 p. il.
HE 19.108/2:M 38/Student 017-080-01420-3 .90

Metal - Instructor's Guide. 1975. 254 p. il.
HE 19.108/2:M 55/Instructor 017-080-01423-8 5.25

Metal - Student Manual. Reprinted 1976. 128 p. il.
HE 19.108/2:M 55/Student 017-080-01456-4 1.55

Wood - Instructor's Guide. 1975. 115 p. il.
HE 19.108/2:W 85/Instructor 017-080-01416-5 2.85

Wood - Student Manual. Reprinted 1976. 88 p. il.
HE 19.108/2:W 85/Student 017-080-01422-0 1.15

Census of Population 1970 Subject Reports, Vocational Training.
1970 Census of Population Subject Reports PC (2) (Series).
1973. 336 p.
C 3.223/10:970/v.2/pt. 5C 003-001-03670-3 5.20

Computers and Careers, A Suggested Curriculum for Grades 9-12.
A guide prepared to assist administrators and teachers in developing
high school level computer education programs. 1973. 59 p. il.
HE 5.6/2:C 73 017-080-01241-3 1.40

Conceptual Framework for Curriculum Decisions in Education for
Marketing and Distribution Careers. Examines the reason for the
development of the career education concept, the way in which

marketing and distribution occupations may be viewed in light of it, the content of the occupational cluster schema, and its implications for education in marketing and distribution, kindergarten through adult. 1976. 66 p.
HE 19.102:C 18/2 017-080-01549-8 $ 1.30

* Current State of Career Education at the Postsecondary Level, by Michael Goldstein. 1977. 115 p. NACCE
HE 19.116:P 84 017-080-01734-2 2.75

Data Processing Technology, A Suggested Two-Year Curriculum. A handbook for educators involved in data processing education programs. Pinpoints the types of jobs available in the data processing field, states specific job requirements and gives a suggested curriculum. 1973. 99 p. il.
HE 5.6/2:D 26 017-080-01240-5 1.45

* Dealing in Futures: Career Education Materials for Students, Parents, and Educators, A Bibliography Based on the Acquisitions of the Educational Materials Center. 1977. 20 .
HE 19.128:F 98 017-080-01721-1 1.00

Dialogue, Career Education Mini-Conferences for Associations, Final Report. 1977. 214 p. il.
HE 19.102:D 54/977-2 017-080-01729-6 3.75

Dialogue, Career Education Mini-Conferences for Postsecondary Practitioners, Final Report. 1977. 269 p. il.
HE 19.102:D 54/977 017-080-01715- 4.25

Dimensions: A Catalog of Ideas Relating Education to Work. Collection of samples of Career Education materials from across the country. 1978. Government Printing Office.

Directory of Postsecondary Schools with Occupational Programs, 1975-76. Revised 1977. 432 p.
HE 19.337:975-76 017-080-01705-9 5.50

Directory of Representative Work Education Programs, 1972-73. This directory is the result of a study of existing school-supervised work education programs to describe different organizational patterns, and to identify constraints on program expansion and to examine incentives to increase employer participation. The programs included are listed alphabetically by State and by educational levels, with all secondary level programs appearing first, post-secondary programs next, and programs operating at varied educational levels appearing last. For each program listed, a synopsis of its characteristics, as supplied by program personnel, is included. 1973. 338 p.
HE 5.2:W 89/2/972-73 017-080-01244-8 2.95

Discover the World of Work, Teachers Guide, Student Materials. Spanish/English Career Education Materials Grades K-6. 36 Volumes, sold in set. 1976. 2658 p. il.
HE 19.108:W 89 017-080-01572-2 49.00

Education Amendments of 1976. An Act to extend the Higher Education Act of 1965, to extend and revise the Vocational Education Act of 1963, and for other purposes. Approved Oct. 12, 1976. 160 p.
94-1:Pub. Law 482 022-003-91423-4 $ 2.20

Education and C.E.T.A.--A Coordination Guide for Adult Education and Vocational Administrators. Explains the Comprehensive Employment and Training Act (C.E.T.A.) and tells how it can be of value to adult and vocational education programs. 1976.
HE 1.6/3:C 73/2 017-090-00025-9 1.10

Educational Media Technician, A Suggested Two-Year Post High School Curriculum. 1975. 136 p. il.
HE 19.118:M 46 017-080-01424-6 2.00

Elementary, Secondary, and Vocational Education, An Examination of Alternative Federal Roles. 1977. 53 p.
Y 10.12:Ed 8 052-070-03885-3 1.45

Essays on Career Education. The terms Career Essays has begun during the past 2 years to take on familiar usage, but the principles and concepts underlying Career Education are not new. This publication contains a compilation of essays by experts in the field of education, offering an array of objective judgments on the condition of education in America. 1973. 265 p.
HE 18.2:C 18 017-080-01147-6 2.20

Evaluation and Educational Decision-Making, A Functional Guide to Evaluating Career Education. 1975, published 1977. 124 p. il.
HE 19.108:Ed 8 017-080-01753-9 2.75

Examination of the Definitions and Concepts of Career Education. 1977. 111 p.
HE 19.116:C 18/4 017-080-01738-5 2.50

Experimental Education and Community Involvement Practices at the Postsecondary Level, Implications for Career Education. by Robert F. Sexton. 1977. 60 p.
HE 19.116:C 73 017-080-01735-1 2.10

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Exploring Manufacturing Occupations. The following two publications aid secondary school students in exploring the various career, occupation and job fields found within the manufacturing occupations. A variety of course design and development techniques allow the teacher and students to jointly design an individualized course of instruction. A series of generalized graphic and descriptive examples of manufacturing industries form the basis for exploration activities.

Student's Manual. Contains a list of manufacturing industries, providing for each an industry definition, an estimation of expected working conditions, projections for the future of the industry, products and typical jobs. 1976. 104 p.
HE 19.108:Oc 1/2/student 017-080-01657-5 1.75

Instructor's Guide. Provides information on the structure and history of manufacturing, and describes several generalized program development paradigms. 1976. 158 p.
HE 19.108:Oc 1/2/instructor 017-080-01658-3 $ 2.30

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From Aid to Teacher, The Story of the Career Opportunities Program. 1977. 141 p.
HE 19.102:Ai 2 017-080-01566-8 3.00

Help Improve Vocational Education for Women and Girls in Your Community. 1972. 6 p.
L 36.102:V 85 029-016-00005-4 .35

Hispanic Student Achievement in Five Learning Areas, 1971-75. 1977. 78 p. il.
HE 19.312:Br-2 017-080-01696-6 2.30

How to Pay for Your Health Career Education, A Guide for Minority Students. 1974. 13 p.
HE 20.6008:P 29 017-041-00064-9 .65

Improving Occupational Programs for the Handicapped. Discusses practical methods for helping the handicapped gain employment. Advice is provided on: Designing and setting up an education/training program, reaching and selecting students, preparation for specific skill training, vocational training, supportive and social services, transition to the work world, job placement, and follow-up. Includes a program evaluation checklist, a variety of program abstracts, and a sampling of case studies. 1976, reprinted 1977. 227 p.
HE 19.108:H 19 017-080-01637-1 2.85

* Integrating Career Education into Teacher Preparation, Implementation Guide for College/University Use, by Brenda B. Even. 1976. 130 p. il.
HE 19.108:Ed 8/2 017-080-01577-3 1.95

Interim Report of the National Advisory Council on Career Education, 1976. 1976, published 1977. 20 p.
HE 19.116:R 29/976 017-080-01701-6 1.10

An Introduction to Career Education: A Policy Paper of the U.S. Office of Education. 1975, reprinted 1976. 48 p.
HE 5.2:C 18/2 017-080-01388-6 1.05

Issues of Sex Bias and Sex Fairness in Career Interest Measurement. A collection of papers by personnel specialists and other persons experienced in career choice and guidance fields, reviewing the validity and accuracy of tests that purport to measure people's interest in various careers. The paper emphasizes the sex bias factor in guidance and testing procedures. 1975. 219 p.
HE 19.202:Se 9 017-080-01465-3 3.20

A Job with the Forest Service, A Guide to Nonprofessional Employment. This pamphlet answers the most frequently asked questions by nonprofessionals interested in a Forest Service career. Includes a list of various schools throughout the U.S. that offer training as a forest and range fire control technicians. 1975. 18 p. il.
A 1.38:843/11 001-000-03429-4 $ .35

Key Resources in Career Education, An Annotated Guide. 1976. 408 p. il.
HE 19.208:R 31 017-080-01667-2 5.75

Law Enforcement Technology: A Suggested 2-Year Post High School Curriculum. A two-year curriculum prepared to assist teachers and school administrators with the initiation, planning, and development of law enforcement programs. Includes course outlines, estimated laboratory and equipment costs, texts and references, and a list of professional associations concerned with law enforcement. 1975. 153 p. il.
HE 19.108:L 41 017-080-01402-5 2.30

Laws Relating to Vocational Education and Agricultural Extension Work, July 28, 1971-January 4, 1975. 1975. 528 p.
Y 1.2:V 85/2/975/v. 2 052-001-00080-3 4.40

Manual for Training of Non-Professionals. A guide to developing a program for training unskilled and semi-skilled persons in neighborhood communities in the theory and practice of child advocacy. 1976. 61 p.
HE 19.108:T 68 017-080-01650-8 1.25

Medical Radiologic Technology: A Suggested 2-Year Post High School Curriculum. A manual designed to assist school administrators, advisory committees, and faculties in developing programs in radiologic technology. Contains suggested course outlines, examples of text and references, estimates of required equipment and costs, and student qualifications. 1975. 96 p. il.
HE 19.108:R 11 017-080-01403-3 1.70

A Methodology to Assess the Content and Structure of Affective and Descriptive Meaning Associated with the Work Environment. This report from the Center for Vocational and Technical Education, Ohio State University, is intended to aid curriculum planners, instructors and others involved in planning and conducting vocational and technical education programs. 1975. 172 p. il.
HE 18.11:98 017-080-01384-3 2.35

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Monographs on Career Education:

Application of the Concept of Career Education to Higher Education, An Idealistic Model, by Kenneth B. Hoyt. 1976. 24 p.
HE 19.111/2:H 53 017-080-01617-6 .45

British Experience in Educational Change, Careers Education, School Counselor Role and Counselor Training, Implications for American Education, by Edwin L. Herr, 1977. 97 p.
HE 19.111/2:B 77 017-080-01702-4 $ 1.70

* Career Education and the Business-Labor-Industry Community, by Kenneth B. Hoyt. 1976. 22 p.
HE 19.111/2:C 18/2 017-080-01613-3 .45

* Career Education and the Comprehensive Employment and Training Act, by Garth L. Mangum. 1978.

* Career Education and Human Services. 1977. 28 p.
HE 19.111/2:H 88 017-080-01741-5 1.30

* Career Education: Implications for Counselors, by Kenneth B. Hoyt. 1977. 32 p.
HE 19.111/2:C 83 017-080-01619-2 .55

* Career Education and the Meaning of Work, by Donald E. Super. 52 p.
HE 19.111/2:W 89 017-080-01554-4 .75

* Career Education for Special Populations, by Kenneth B. Hoyt. 1976. 21 p.
HE 19.111/2:P 81 017-080-01612-5 .45

* Career Education: Teaching/Learning Process, by Barbara Preli, 1978.

* Career Education and Vocational Education, Similarities and Contrasts, by Rupert N. Evans. 1975. published 1977. 19 p.
HE 19.111/2:V 85 017-080-01742-3 1.10

* Career Education: What Proof Do We Have That It Works, by Kenneth B. Hoyt.

* Community Resources for Career Education, by Kenneth B. Hoyt. 1976. 30 p.
HE 19.111/2:C 18 017-080-01616-0 .55

* Conditions Calling for Educational Reform, An Analysis, by Edwin L. Herr and Stanley H. Cramer. 1977. 84 p.
HE 19.111/2:R 25 017-080-01743-1 1.90

K-12 Classroom Teachers and Career Education: The Beautiful People. 1976. 62 p.
HE 19.111/2:T 22 017-080-01537-4 .90

* Liberal Arts and Career Education, by Paul A. Olson. 24 p.
HE 19.111/2:Ev 1 017-080-01744-0 1.30

* Perspectives on the Problem of Evaluation in Career Education, by Kenneth B. Hoyt. 1977. 39 p.
HE 19.111/2:Ev 1 017-080-01745-8 1.60

* Refining the Career Education Concept, by Kenneth B. Hoyt. 1976. 47 p.
HE 19.111/2:C 74 017-080-01610-9 $ .75

Relationships between Career Education and Vocational Education, by Kenneth B. Hoyt. 1976. 39 p.
HE 19.111/2:V 85/2 017-080-01614-1 .75

* Reserve Army of the Underemployed, by James O'Toole. 1977. 30 p.
HE 19.111/2:R 31 017-080-01746-6 1.30

* Review of Career Education Evaluation Studies, by Thomas Enderlein. 1977. 31 p.
HE 19.111/2:Ev 1/2 017-080-01686-9 1.40

* School Counselor and Career Education, by Kenneth B. Hoyt. 1976. 32 p.
HE 19.111/2:Sch 6 017-080-01528-5 .55

Teachers and Career Education, by Kenneth B. Hoyt. 1976. 35 p.
HE 19.111/2:T 22/2 017-080-01618-4 .70

* National Advisory Council for Career Education, Interim Report with Recommendations for Legislation. Contains recommendations for career education legislation, gives major goals of career education programs, and explains the advisory Council's reasons for its recommendation. 1975. 40 p.
HE 19.116:R 29/975 017-080-01498-0 .85

* Next Steps in Career Education. NACCE. 1977. 40 p.
HE 19.116:C 18/3 017-080-01703-2 1.60

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Occupational Preparation--Inspection and Quality Control. The following two publications form a direct follow-up to the preceding volumes on "Exploring Manufacturing Careers." While the first two books simply explored the possibilities of a career in the manufacturing industries, these two take the student a step further, that is, into the preparation phase of career education. As was the case in the exploration phase, the instructional material is structured so as to allow the development of a unique course of instruction.

Student's Manual. Contains a general overview of the quality control and inspection field, and outlines specific occupational preparation. 1976. 130 p. il.
HE 19.108:Oc 1/student 017-080-01655-9 2.00

Instructor's Guide. Provides curriculum development guidelines as well as a variety of instructional resources on the quality control and inspection field. 1976. 127 p. il.
HE 19.108:Oc 1/instructor 017-080-01557-9 2.50

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Preparing for Public Service Occupations. The following curriculum guides are part of a series developed to assist those who plan career education programs for public service occupations.

Administering Public Service Occupations, An Implementation Guide. 1975. 176 p.	HE 19.108/3:Ad 6	017-080-01447-5	$ 2.95
Common Core Curriculum Guide. 1975. 214 p.	HE 19.108/3:C 73	017-080-01433-5	2.90
Educational Services Curriculum Guide. 1975. 172 p.	HE 19.108/3:Ed 8	017-080-01435-1	3.05
Exploration of Public Service Occupations, Curriculum Guide. 1975. 296 p.	HE 19.108/3:Ex 7	017-080-01432-7	3.70
Law Enforcement Services Curriculum Guide. 1975. 135 p.	HE 19.108/3:L 41	017-080-01436-0	2.10
Orientation of Public Service Occupations, Curriculum Guide. 1975. 404 p.	HE 19.108/3:Or 4	017-080-01431-9	4.85
Social Services Curriculum Guide. 1975. 140 p.	HE 19.108/3:So 1	017-080-01434-3	2.20

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Principles of Pesticide Use, Handling, and Application, Instructional Modules for Vocational Agriculture Education:

Student Manual. 1976. 421 p. il.	ED 5.8:P 43/3/student	055-004-00012-9	5.90
Teacher Manual. 1976. 421 p. il.	ED 5.8:P 43/3/teacher	055-004-00011-1	5.90

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Profiles of Career Education Projects, Supported Under Sections 402 and 406 of the Education Amendments of 1974 (Public Law 93-380), Second Year's Program, Fiscal Year 1976 Funding. 1976, published 1977. 218 p. il.	HE 19.102:C 18/6	017-080-01664-8	3.00
Programs and Enrollments in Noncollegiate Postsecondary Schools, 1973-74. 1976. 76 p.	HE 19.337/2:973-74	017-080-01628-1	1.35
Proprietary Vocational and Home Study Schools, Final Report to the Federal Trade Commission and Proposed Trade Regulation Rule (16 CFR Part 438). 1976. 570 p.	FT 1.2:Sch 6	018-000-00197-7	6.10

Review and Synthesis of Cost-Effectiveness Studies of Vocational and Technical Education. This study seeks a synthesis of the various approaches to improving the analysis of vocational education and related manpower training programs. It discusses the economics of vocational-technical education programs versus the effects of a lack of such programs. The validity of academic study as opposed to vocation-technical study in terms of future earning power for whites and non-whites is analyzed. 1972. 143 p. il.
HE 5.2:C 82 017-080-00920-0 $ 1.75

Schools for Careers: An Analysis of Occupational Courses Offered by Secondary and Postsecondary Schools, 1971. Presents extensive statistics on secondary and postsecondary schools offering the bachelor's degree. 1975. 126 p. il.
HE 19.321:971 017-080-01407-6 2.00

****

Selected Results from the First National Assessment of Career and Occupational Development.

Adult Work Skills and Knowledge. 1976. 70 p.
HE 19.312-05-COD-01 017-080-01576-5 1.50

Assessment of Career Development: Basic Work Skills. 1977. 32 p. il.
HE 19.312:05-COD-02 017-080-01687-7 1.10

Career and Occupational Development Technical Report, Exercise Volume Report. 1977. 784 p. il.
HE 19.312:05-COD-20 017-080-01690-7 6.25

The First National Assessment of Career and Occupational Development: An Overview. 1976. 44 p.
HE 19.312:05-COD-00 017-080-01645-1 1.20

****

Student Evaluation in Vocational and Technical Education. Discusses achievement, aptitude, and interest tests for vocational and technical education students. Provides information for the evaluator on how to plan for and administer the tests, reviews some of the performance measures commonly used, and describes the role of the administrator in performance testing. Reprinted 1976. 36 p. il.
HE 18.11/2:97 017-080-01266-9 .65

****

Study Guide, Teaching/Learning Modules:

Introductory Module 1: The Scope of Vocational Education. 1976. 68 p.
HE 19.108:V 85/Intro. 1 017-080-01583-8 1.70

Introductory Module 2: Roles of Vocational Educators in Curriculum Management. 1976. 71 p.
HE 19.108:V 85/Intro. 2 017-080-01584-6 $ 1.40

Introductory Module 3: Current Trends in Vocational Education. 1976. 104 p.
HE 19.108:V 85/Intro. 3 017-080-01585-4 1.75

Introductory Module 4: Organization of Vocational Education. 1976. 94 p. il.
HE 19.108:V 85/Intro. 4 017-080-01586-2 1.70

Introductory Module 5: Legislative Mandates for Vocational Education. 1976. 96 p.
HE 19.108:V 85/Intro. 5 017-080-01587-1 1.70

Introductory Module 6: Preparation of Vocational Educators. 1976. 74 p.
HE 19.108:V 85/Intro. 6 017-080-01588-9 1.45

Core Module:

Important Difference Among Learners. 1976. 96 p.
HE 19.108:V 85/Module 1 017-080-01589-7 1.35

Learning Processes and Outcomes. 1976. 70 p.
HE 19.108:V 85/Module 2 017-080-01590-1 1.40

Applying Knowledge of Learning Processes and Outcome to Instruction. 1976. 89 p.
HE 19.108:V 85/Module 3 017-080-01591-9 1.65

Assessing Manpower Needs and Supply in Vocational Education. 1976. 91 p.
HE 19.108:V 85/Module 4 017-080-01592-7 1.65

Laying the Ground Work for Vocational Education Curriculum Design. 1976. 120 p.
HE 19.108:V 85/Module 5 017-080-01593-5 1.85

Selecting Instructional Strategies for Vocational Education. 1976. 96 p.
HE 19.108:V 85/Module 6 017-080-01594-3 1.70

Derivation and Specification of Instructional Objectives. 1976. 92 p.
HE 19.108:V 85/Module 7 017-080-01595-1 1.50

Development of Instructional Materials. 1976. 88 p. il.
HE 19.108:V 85/Module 8 017-080-01596-0 1.55

Testing Instructional Objectives. 1976. 86 p. il.
HE 19.108:V 85/Module 9 017-080-01597-8 1.55

Fiscal Management of Vocational Education Programs. 1976.
62 p. il.
HE 19.108:V 85/Module 10 017-080-01598-0 $ 1.30

Introducing and Maintaining Innovation. 1976. 73 p.
HE 19.108:V 85/Module 11 017-080-01599-4 1.45

Managing Vocational Education Programs. 1976. 82 p. il.
HE 19.108:V 85/Module 12 017-080-01600-1 1.50

Basic Concepts in Educational Evaluation. 1976. 68 p.
HE 19.108:V 85/Module 13 017-080-01601-0 1.35

General Methods and Techniques of Educational Evaluation. 1976.
46 p.
HE 19.108:V 85/Module 14 017-080-01602-8 1.10

Procedures for Conducting Evaluations of Vocational Education.
1976. 109 p. il.
HE 19.108:V 85/Module 15 017-080-01603-6 1.85

Seminars and Field Experience Module: Authority Roles,
Leadership Styles, Internship Program. 1976. 123 p. il.
HE 19.108:V 85/Seminars, 1,2 017-080-01604-4 1.95

Installation Guide Instructor/Administrator for Vocational
Education Curriculum Specialist for Vocational Education Modules.
1976. 48 p.
HE 19.108:V 85/Instructor 017-080-01606-1 1.10

****

Synthesizing Work and Schooling: The Roles of Community and
Society. 1976. 21 p.
HE 19.102:W 89 017-080-01626-5 .50

Teacher Aides, A Suggested Two-Year Post High School Curriculum.
A guide for developing a two-year post high school course for
paraprofessionals performing instructional activities in schools.
Describes model teacher aide programs in operation throughout
the country, provides detailed instructions for teacher aide
curriculum, and offers a suggested course outline. Reprinted
1976. 52 p.
HE 19.118:T 22 017-080-01366-5 1.15

Two Studies on the Role of Business and Industry and Labor
Participation in Career Education. 1977. 79 p.
HE 19.116:B 96 017-080-01737-7 2.75

Veterinary Science Technology. Developed by the U.S. Office
of Education, this guide presents a suggested curriculum for a
training program in Veterinary Science. Lists considerations
that should be made concerning program directors and faculty.
Includes suggestions on teaching materials, laboratory equipment,
and student selection and services. 1975, reprinted 1977. 128 p.
HE 19.118:V 64 017-080-01425-4 2.00

Vocational Education Act of 1963, Amendments. An Act to make certain technical and miscellaneous amendments to provisions relating to vocational education contained in the education amendments of 1976. Approved June 3, 1977. 6 p.
95-1:Pub. Law 40   022-003-91569-9 $ .60

The Vocational Education Breakthrough, Reprint from American Education, January-February 1975. 1975. 4 p. il.
HE 5.75/A:V 851   017-080-01463-7   .35

Vocational Education: Characteristics of Students and Staff, 1972. A review of occupational training in the United States at secondary and higher levels of education. Includes information collected during the 1972-73 school year on types of vocational training, male/female enrollment, teachers' salaries, and program size and scope. 1974. 236 p. il.
HE 5.2:V 85/21/972   017-080-01322-3   2.50

****

Vocational Education State Instructional Materials. The following publications are annotated listings of curriculum materials suitable for vocational education programs. All materials are available from State education agencies.

Materials for Agriculture. Revised 1974. 80 p.
HE 5.10:V 85/Ag 2/974   017-080-01341-0   1.30

Materials for Distributive Education. Revised 1974. 58 p.
HE 5.10:V 85/Di 2/974   017-080-01342-8   1.00

Materials for Health Occupations Education. Revised 1974. 42 p.
HE 5.10:V 85/He 2/974   017-080-01343-6   .80

Materials for Home Economics. Revised 1974. 42 p.
HE 5.10:V 85/Ho 2/974   017-080-01344-4   .85

Materials for Office Occupations. Revised 1974. 38 p.
HE 5.10:V 85/Of 2/974   017-080-01347-9   .75

Materials for Technical Education. Revised 1974. 30 p.
HE 5.10:V 85/Te 2/974   017-080-01345-2   .70

Materials for Trade and Industrial Occupations. Revised 1974. 72 p.
HE 5.10:V 85/Tr 2/974   017-080-01346-1   1.20

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Vocational Plans of Full-Time Community and Junior College Students, Fall 1970. 1975. 36 p.
HE 19.302:V 85   017-080-01437-8   .85

The Vocational Preparation of Women, Report and Recommendations of the Secretary's Advisory Committee on the Rights and Responsibilities of Women. 1976. 82 p.
HE 1.2:W 84/4/975 017-000-00187-6 $ 1.55

* Baby Boom Equals Career Bust, by Charles G. Moore.

* Career Development Needs of Adults: How to Improve Career Development Programs, by Bert Westbrook. NACCE.

Career Education and the Comprehensive Employment and Training Act. Garth L. Mangum. February 1978.

Career Education in the Environment. Careers in various environmental areas.

* Career Education Mini-Conferences Final Report, July 1976, by the Center for Vocational Education, Ohio State University.

* Career Education Update, Sidney P. Maryland, Jr. 1976. NACCE.

Career Education: What Proof Do We Have That It Works? Report of a Panel Session at the Commissioner's National Conference on Career Education, Houston, Texas, November 8, 1976. Lois-Ellin Datta, Chairperson. Monograph Series.

* Career Development Needs of Nine-Year Olds: How to Improve Career Development Programs, by Julie V. Miller, NACCE.

A Classification Scheme for Career Education Resource Materials, 1975. 36 p. Ronald G. Koontz. This booklet establishes useful categories and cataloging methods specifically for career education, including media classifications, key descriptions, storage and retrieval systems, and definitions of special items.

Code of Federal Regulations: Title 45, Public Welfare: Parts 100-199. This book, which is revised, up-dated, and re-published on October 1 of each year, contains the current Federal Regulations for the programs administered by the U.S. Office of Education. It includes the U.S. Office of Education's General Provisions Regulations (45 CFR Parts 100, 100a, and appendices) which apply to all USOE programs, as well as the special individual Regulation for each specific program, such as Career Education (45 CFR Part 160d), Educational Opportunity Centers (45 CFR Part 154), Library Training Program (45 CFR Part 132), etc.

* The Cross-Sectional Story of Early Career Development as Revealed by the National Assessment of Educational Progress, by Martin R. Katz, Anna Miller-Tiedeman, Samuel H. Osipow, and David V. Tiedeman. NACCE.

* Dialogue: Career Education for Associations, by Applied Management Sciences, Inc., for the U.S. Office of Education.

* Dialogue: Postsecondary Career Education, by Applied Management Sciences, Inc., for the U.S. Office of Education.

* The Efficacy of Career Education, by Elvis Arterbury, et al. NACCE: 1976. 149 p. In four separate papers on the effectiveness of career programs, the authors treat "Career Awareness", "Academic Achievement", "Career Decision-Making", and ". . Ways of Assessing Effectiveness."

* The Emerging History of Career Education: A Summary View. by Edwin L. Herr. NACCE: 1976. 305 p. This comprehensive report on the past, present, and future of career education covers Federal involvement in and funding of programs, formulation of career clusters, results of national conferences, organizations that support the concept, criticisms of the concept, public opinion, and model programs. With bibliography listed career education-related publications since 1971.

A Guide to Seeking Funds from CETA (Revised). Prepared by the U.S. Department of Labor, 1977, 24 pp. (This booklet includes information on applying for the expanded Title VI funds for public service jobs. In addition, it describes other funding possibilities under CETA and outlines the processes that should be followed when applying for CETA money. The address of CETA State Manpower Services Councils and sources of data that are necessary for preparing proposals to secure funding are also covered.) $1.30

Federal Career Directory, 1976-77: A Guide for College Students. Prepared by the United States Civil Service Commission, 1976, 155 pp. (This book provides specific information about Federal careers and the agencies that employ college graduates for these positions. GPO Stock Number: 006-000-00900-0 $3.45

* Helping Children Make Career Plans: Tips for Parents. by Kenneth B. Hoyt. OCE: 1976. 3 p. This straightforward fact sheet contains suggestions for parents to consider in helping their children become aware of the vast variety of career alternatives available. It gives tips on starting early, guiding the child, guarding against sex stereotypes, encouraging the child to think in terms of career planning, and participating in his or her decisions.

* Masters of Reality: Certificate or Performance? by David Rosen, Layton Olson, and Karon Cox. NACCE.

Merchandising Your Job Talents, U.S. Department of Labor, Manpower Administration, Washington, D.C. 1974. 24 pp. $ .50

* Next Steps in Career Education, by the NACCE.

Occupational Outlook Quarterly, Volume 21, Number 2, Summer 1977. The entire Summer 1977 issue of this quarterly journal, which is prepared by the Bureau of Labor Statistics of the U.S. Department of Labor, is devoted to the topic: "Career Education: What's It All About?" The

Summer 1977 issue (Volume 21, No. 2) contains articles by Kenneth Hoyt, Sidney High, Alex Kacen and Neale Baxter. Single copies of the Summer 1977 issue of the Quarterly (35 pages) can be ordered from the U.S. Government Printing Office. $1.30

* A Primer for Career Education, by Kenneth B. Hoyt. 1976. 39 p.

* The Professional Education of Human Services Personnel. JoAnn Chenault and William L. Mermis. "Monographs" series. OCE" 1976. 45 p. Largely by examining the program operating at Southern Illinois University, the author explains and defends career experience and training in human services. This includes possible problems, community involvement, administrative processes, human resources, and planning recommendations.

* Questions and Answers on the N.A.C.C.E. NACCE. 1976. 6 p. Of general interest to those concerned with career education, this fact sheet describes the origin, function, and structure of the Council. Includes a brief account of the results of the national survey (see preceding entry) and its implications for career programs.

* Report on Commissioner's National Conference on Career Education, by Dingle Associates, Inc., for the National Institute of Education.

* A Summary of Commissioned Papers Prepared for the National Advisory Council for Career Education, by Keith E. Smith. NACCE. 53 p. Together, these papers present a complete national picture of career education. Includes summaries of papers on efficacy, legislation, and history of career education.

Taxonomy and Profiles of Career Education. U.S. Department of Health, Education, and Welfare. Vols. I-IV, (Washington, D.C., 1974). Vol. I contains patterns of career education activities throughout the United States; Vol. II includes profiles of career education from the states Kansas to New Mexico, alphabetically; and Vol. IV details profiles from the states New York to Wyoming, alphabetically.

When I Grow Up, What Will I Be? Discusses relevancy of career education with appealing illustrations.

VI. NATIONWIDE CAREER EDUCATION MATERIAL RESOURCES

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FREE AND INEXPENSIVE PRINTED MATERIAL

This list of free and inexpensive material is only a starter. Alert teachers will find items available from many other sources. In some cases, single as well as multiple copies are available and free; in other cases single copies are free, and multiple copies may be available at modest cost. For ordering details as well as up-to-date complete lists of materials, contact the desired address (generally given with each item unless listed in Publishers section). Use official stationery if at all possible.

BIBLIOGRAPHY OF SOURCE LISTS

American Institutes for Research
P.O. Box 113
Palo Alto, CA 94302

Egan, Jay et al. Resource Book of Low-Cost Materials for Career Education Volume 10. Palo Alto, Calif: American Institutes for Research, 1974. 318 pp.

Includes resources for K-9. It is a review of teacher handbooks and guides, career exploration curriculum and student texts, student guidance materials, and multimedia resources; also includes annotations of other bibliographies, journals, etc.

B'nai B'rith Vocational Service
1730 North St NW
Washington, DC 20036

A Starter File of Free Occupational Literature may be obtained from the above organization.

Careers
P.O. Box 135
Largo, FL 33540

Career Guidance Index

An 8-page booklet reviewing free or inexpensive career information available from a variety of sources. Listings give title and date of publication, cost, name and address of publisher, and a short description of the material. Comes with a subscription to other services.

Chronical Guidance Publications Inc
Moravia
New York 13118
(315) 497-0330

Career Index, An Annual Compilation, 1976-1977. New York: Chronicle Guidance Publications, 1977.

Free with subscription to Chronicle Guidance Publications

Reference listing of free and inexpensive vocational and educational guidance materials. This issue is a compilation of about 740 sources of publications and audiovisual materials listed alphabetically by source and cross referenced by occupational, professional, or educational subjects. All listings verified by issuing agency.

The Occupational Information section is prepared by job title and code numbers from the Dictionary of Occupational Title, 3d ed. and is compatible with Chronicle Occupational Briefs.

Bob Crawford
Department of Guidance and Personnel Services
College of Education
Memphis State University
Memphis, TN 38152

A listing of free materials for career education can be received regularly by writing the above address to be put on the mailing list.

Dr. Jim O'Neil
University Counseling Center
116 Bailey Hall
The University of Kansas
Lawrence, KS 60045

A computerized list of mailing labels for obtaining free career information. For approximately $20, you may purchase two sets of 700 mailing labels--one set for envelopes; one set for letters requesting materials.

Educators Progress Services Inc
214 Center St
Randolph, WI 53956

Educator's Guide to Free Films ($12.75)
Educator's Guide to Free Filmstrips ($10.00)
Educator's Guide to Free Tapes, Scripts and Transcriptions
Educator's Guide to Free Teaching Aids ($24.50)
Educator's Guide to Free Guidance Materials ($10.95)
Lists films, filmstrips, slides, charts, bulletins, pamphlets, exhibits, posters and books
Educator's Index to Free Materials ($29.00)
Elementary Teachers' Guide to Free Curriculum Materials ($11.50)
Educator's Guide to Free Health, Physical Education, and Recreation Materials ($11.00)
Educator's Guide to Free Social Studies Materials ($11.75)
Educator's Guide to Free Science Materials ($11.25)

These publications may be obtained from Educators Progress Services Inc. Nationwide materials and occasionally ones from abroad are listed; most have an annual edition.

Information Systems and Services
P.O. Box 1231
Milwaukee, WI 53201
(414) 344-1221

Wiley, Dan, ed. Career Information Directory (CID). Milwaukee, Wis: Information Systems and Services, 1976.

A listing of free materials.

Pratt Institute
Communication Department
DeDalb Ave and Hall St
Brooklyn, NY 11205

Free Career Briefs.

SOURCES OF INFORMATION ON SPECIFIC CAREERS

ACCOUNTING

Accounting: A Career for Women, Too, American Woman's Society of Certified Public Accountants, Box 389, Marysville, OH 43040. 1975. (free)

Responsibilities of a Certified Public Accountant are outlined; personal qualifications, educational requirements and opportunities are noted; the employment outlook, advancement, and salaries are also discussed.

Careers in Professional Accounting
American Institute of Certified Public Accountants
1211 Avenue of the Americas
New York, NY 10036

Why I Chose Accounting As A Career
National Association of Accountants
919 Third Ave
New York, NY 10022

ACTUARIAL SERVICES

The Actuarial Profession (1973)

Society of Actuaries
208 S LaSalle St
Chicago, IL 60604

ADVERTISING

The Copywriter
American Advertising Federation
Bureau of Research
1225 Connecticut Ave NW
Washington, DC 20036

American Association of Advertising Agencies
200 Park Ave
New York, NY 10017

AERONAUTICS

Careers in Aerospace
American Institute of Aeronautics and Astronautics
Director of Student Programs
1290 Avenue of the Americas
New York, NY 10019

AGRICULTURE

Careers in Agriculture and Natural Resources. National FFA Center, P.O. Box 15160, Alexandria, VA 22309. (free)

Illustrated booklet showing various careers and listing many more. Education and advancement discussed.

Careers in Agronomy, Crop Science, Soil Science
American Society of Agronomy
677 S Segoe Rd
Madison, WI 53711

Soil Conservation Society of America
7515 NE Ankeny Rd
Ankeny, IA 50021

U.S. Department of Agriculture
Soil Conservation Service
Information Division
Washington, DC 20250

AIR TRANSPORT

Air Line Employees Association, Int'l.
5600 S Central Ave
Chicago, IL 60638

Air Line Pilots Assn
1625 Massachusetts Ave NW
Washington, DC 20036

Air Traffic Controllers
1709 New York Ave NW
Washington, DC 20006

Air Transport Association of America
1709 New York Ave NW
Washington, DC 20005

Assn. of Flight Attendants
1625 Massachusetts Ave NW
Washington, DC 20036

Federal Aviation Administration
800 Independence Ave SW
Washington, DC 20590

Int'l. Association of Machinists
1300 Connecticut Ave NW
Washington, DC 20036

Morton, Alexander C. The 1975-76 Airline Guide to Stewardess and Steward Careers, Arco Publishing Co Inc, 219 Park Ave, New York, NY 10003. 1975. 128 pp. ($4.95).

Covers all airlines in the U.S., Canada, and the Caribbean; outlines training, appearance and attitude requirements, working conditions, routes, salary scales, and incentive pay.

Flight Attendants

Personnel Officer
Federal Aviation Administration
Eastern Region, Federal Bldg
J. F. Kennedy Airport
Long Island, NY 11430

Randall, Lyman K. Your Future as an Airline Steward/Stewardess. Richards Rosen Press Inc, 1973. 160 pp. ($4.80).

Written by the director of flight service for American Airlines, who is responsible for the training program for stewards and stewardesses.

Saunders, Keith. So You Want to Be an Airline Stewardess. Arco Publishing Co Inc, 219 S Park Ave, New York, NY 10003. 176 pp. ($1.50).

Covers details of each airline's requirements, training courses, duties, pay scales, hours, schedules, and benefits.

Air Line Agents, Clerks: Science Research Associates, bulletin no. 298

Scribner, Captain Kimball. Your Future as a Pilot. Richards Rosen Press Inc, 1973. 148 pp. ($4.80).

The attraction of piloting and the physical and educational requirements are presented.

Air Transportation Workers

Airline Flight Attendant
Airline pilots and navigators, hostess and steward service, air transportation
Aviation Education
Department of Transportation
Federal Aviation Administration
Office of General Aviation
Washington, DC 20591

International Air Transport Association
1000 W Sherbrooke St
Montreal, H3A2R4 Quebec

ANIMAL SCIENCES

A Career in Animal Sciences
American Society of Animal Science
113 N Neil St
Champaign, IL 61820
(single copy free to guidance counselors)

ANTHROPOLOGY

American Association of Physical Anthropologists
Dr. James A. Gavan, Secretary
210 Switzler Hall
University of Missouri
Columbia, MO 65201

WHAT IS ANTHROPOLOGY?
American Anthropological Association
1703 New Hampshire Ave NW
Washington, DC 20009

APPAREL INDUSTRY

Feldman, Marvin J. Careers in the Apparel Industry. B'nai B'rith Career and Counseling Services. 1975. 24 pp. ($1.50).

The history, recent trends and nature of work including specializations such as designer, patternmaker and grader, cutter, sewer, presser, etc., are described. Education and training, personal requirements, student aids, employment opportunities, working conditions are discussed together with the advantages and disadvantages of a career in this field.

APPLIANCE SERVICES

Association of Home Appliance Manufacturers
20 N Wacker Dr
Chicago, IL 60606

ARCHAEOLOGY

Archaeology as a Career
Archaeological Institute of America
260 W Broadway
New York, NY 10013

ARCHITECTURE

American Institute of Architects
Director, Education Programs
1735 New York Ave NW
Washington, DC 20006

ART

American Art Therapy Association Inc
Box 829
Topeka, KS 66601

National Art Education Association, NEA
1201 - Sixteenth St NW
Washington, DC 20036

ASTRONOMY

A Career in Astronomy
American Astronomical Society
211 FitzRandolph Rd
Princeton, NJ 08540

ATOMIC ENERGY

United States Energy Research and Development Administration
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

U.S. Atomic Energy Commission
Washington, DC 20545

AUDITING

Your Future in the Field of Internal Auditing. (1973).
Institute of Internal Auditors Inc
5500 Diplomat Circle
Orlando, FL 32810

AUTOMOBILE INDUSTRY

Retail

Your Career in the Retail Car and Truck Business
National Automobile Dealers Association
Career Booklet
8400 Westpark Dr
McLean, VA 22101

Service

Automotive Service Industry Association
230 N Michigan Ave
Chicago, IL 60601

National Automotive Parts Association
Columbus Distribution Center
845 Grandview Ave
Columbus, OH 43215

BAKING INDUSTRY

American Bakers Association
1700 Pennsylvania Ave NW
Washington, DC 20006

Associated Retail Bakers of America
731-735 W Sheridan Rd
Chicago, IL 60613

BANKING

Bank Careers, Careers Inc, P.O. Box 135, Largo, FL 33540. 1972. 8 pp. (single copies 45¢) Also: Bank Manager, 1973. 2 pp. (30¢); Bank Teller, 1972. 2 pp. (30¢).

These occupational descriptions include information on duties, working conditions, training, earnings, employment outlook, etc.

Banking Horizons of Promise, American Bankers Association, 1120 Connecticut Ave NW, Washington, DC 20036. 1974. 10 pp.

Explains the nature of the banking business and the career opportunities it offers.

Faces of a Bank, American Bankers Association, 1120 Connecticut Ave NW, Washington, DC 20036. 1974. 14 pp. (single copies free).

Directed to the high school graduate. Describes some of the typical starting positions, qualifications needed to start, training and advancement, salaries, working conditions and hours of work.

National Consumer Finance Association
Education Services Division
1000 Sixteenth St NW
Washington, DC 20036

National Association of Barber Schools Inc
750 Third Ave
Huntington, WV 25701

BIOCHEMISTRY

Educational Affairs Committee
American Society of Biological Chemists Inc
9650 Rockville Pike
Bethesda, MD 20014

BIOLOGY

Education Division
American Institute of Biological Sciences
3900 Wisconsin Ave NW
Washington, DC 20016

BOOKBINDING

Printing Industry of America
1730 N Lynn St
Arlington, VA 22209

BOOKKEEPING

Division of Vocational and Technical Education,
Bureau of Adult Vocational and Library Programs
United States Office of Education
Washington, DC 20202

BOTANY

Botany as a Profession
Dr. Patricia Holmgren, Secretary
New York Botanical Garden
Bronx, NY 10458

Office of the Secretary
Botanical Society of America
Department of Botany
Rutgers University
New Brunswick, NJ 08903
(up to 3 copies free)

BROADCASTING

Careers in Radio/Careers in Television
National Association of Broadcasters
1771 N St NW
Washington, DC 20036

Radio-Television News Directors Association
Executive Secretary
WKAR Michigan State University
East Lansing, MI 48823

BUILDING TRADES

AFL-CIO
Building and Construction Trades Department
815 Sixteenth St NW
Washington, DC 20006

Top Hand in the Building Trades--Carpentry as a Career
United Brotherhood of Carpenters and Joiners of America
James E. Tinkcom
101 Constitution Ave NW
Washington, DC 20001

Associated General Contractors of America Inc
1957 E St NW
Washington, DC 20006

Brocklayers, Masons, and Plasterers' International Union of America
815 Fifteenth St NW
Washington, DC 20005

Operative Plasterers' and Cement Masons' International Association of the United States and Canada
1125 Seventeenth St NW
Washington, DC 20036

CHEMISTRY

American Association of Clinical Chemists
1155 Sixteenth St NW
Washington, DC 20036

Manufacturing Chemists' Association Inc
1825 Connecticut Ave NW
Washington, DC 20009

CITY MANAGEMENT

International City Management Association
1140 Connecticut Ave NW
Washington, DC 20036

CLOTHING INDUSTRY

Amalgamated Clothing Workers of America
15 Union Square
New York, NY 10003

CLUB MANAGEMENT

Club Managers Association of America
5530 Wisconsin Ave NW
Suite 305
Washington, DC 20015

COMMERCIAL ART

National Art Education Association
N.E.A., 1201 Sixteenth St NW
Washington, DC 20036

COMPUTER TECHNOLOGY

Bibby, Dause L., Your Future in the Electronic Computer Field. Richards Rosen Press Inc, 1970. 139 pp. ($4.80).

Describes what computers do, how you can be trained to use them, and how to get a job in the computer field.

Facts on Computer Careers
American Federation of Information Processing Societies
Communications Department
210 Summit Ave
Montvale, NJ 07645

Association for Systems Management
24587 Bagley Rd
Cleveland, OH 44138

Data Processing Management Association
505 Busse Hwy
Park Ridge, IL 60068

Electronic Computer Personnel, Careers Inc, P.O. Box 135, Largo, FL 33540. 1972. 8 pp. (single copies 45¢). Also: Programmer, 1975. 8 pp. (45¢); Data Processing Manager, 1973. 2 pp. (30¢); Key-Punch Operator, 1974, 2 pp. (30¢).

These occupational descriptions include information on duties, working conditions, training, earnings, employment outlook, etc.

Business Equipment Manufacturers Association
1828 L St NW
Washington, DC 20036

CONSTRUCTION

General Building Contractors Association Inc
2 Penn Center Plaza, suite 1212
Philadelphia, PA 19102

CONSUMER FINANCE

National Consumer Finance Association
1000 Sixteenth St NW, suite 702
Washington, DC 20036

COUNSELING

American Rehabilitation Counseling Association
1605 New Hampshire Ave
Washington, DC 20009

American School Counselor Association
1607 New Hampshire Ave NW
Washington, DC 20009

National Rehabilitation Counseling Association
1522 K Street NW
Washington, DC 20005

CULINARY ARTS

Educational Director
National Restaurant Association
153 N Lake Shore Dr
Chicago, IL 60610

DENTISTRY

Council on Dental Education
American Dental Association
211 E Chicago Ave
Chicago, IL 60611

Assistants

American Dental Assistants Association
Department of Education
211 E Chicago Ave
Chicago, IL 60611

Division of Dental Health
9000 Rockville Pike
Bethesda, MD 20014

Hygiene

American Dental Hygienists Association
211 E Chicago Ave
Chicago, IL 60611

Laboratory Technology

National Association of Dental Laboratories
National Board for Certification
3801 Mt Vernon Avenue
Alexandria, VA 22305

DIETETICS

American Dietetic Association
430 N Michigan Ave
Chicago, IL 60611

ELECTRONIC COMPUTER OPERATION

Personnel

Data Processing Management Association
505 Busse Hwy
Park Ridge, IL 60068

ELECTRONICS INDUSTRY

Electronics Industries Association
2001 Eye Street NW
Washington, DC 20006

ENGINEERING

Alliance for Engineering in Medicine and Biology
3900 Wisconsin Ave NW, suite N300
Washington, DC 20016

ENGINEERING (cont'd)

Biomedical Engineering and Instrumentation Branch
Division of Research Services
National Institutes of Health
9000 Wisconsin Ave
Bethesda, MD 20014

Public Relations Staff
General Motors
Detroit, MI 48202

Aerospace

Careers in Aviation and Space (1972).
American Institute of Aeronautics and Astronautics
1290 Avenue of the Americas
New York, NY 10019

Agricultural

Engineering a Better Environment/Career Opportunities in Agricultural Engineering
Did You Ever Wish You Could Change the World? (1971).
American Society of Agricultural Engineers
2950 Niles Rd
P.O. Box 410
St. Joseph, MI 49085

Ceramic

Career Opportunities in Ceramic Engineering (1973).
American Ceramic Society
65 Ceramic Dr
Columbus, OH 43214

Civil

The Civil Engineer (1973).
American Society for Civil Engineers
345 E Forty-seventh St
New York, NY 10017

Coal

Engineering Careers in the Coal Industry (1974).
National Coal Association
Coal Bldg
1130 Seventeenth St NW
Washington, DC 20036

Consulting

Consulting Engineering--A Career With a Future (1971).
Consulting Engineers Council of the U.S.A.
1155 Fifteenth St NW
Washington, DC 20005

ENGINEERING (cont'd)

Electronic

Consumer Electronics Service Technicians--Futures Unlimited (1973).
Electronic Industries Association
2001 Eye St NW
Washington, DC 20036

Heating

Careers Unlimited in Air Conditioning and Refrigeration (1973).
American Society of Heating, Refrigerating & Air Conditioning Engineers Inc
345 E Forty-seventh St
New York, NY 10017

Illuminating

Careers in Lighting (1970).
Illuminating Engineering Society
345 E Forty-seventh St
New York, NY 10017

Mechanical

Mechanical Engineering (1973).
American Society of Mechanical Engineers
United Engineering Center
345 E Forty-seventh St
New York, NY 10017
(single copy free when requested on official stationery)

Metallurgical

Career Opportunities in Metallurgy (1971).
American Society for Metals
Career Development Office
Metals Park, OH 44073

Mining

Careers for Engineers in the Minerals Industry
Society of Mining Engineers of AIME
Attn: General Member Services
540 Arapeen Dr
P.O. Box 8800
Salt Lake City, UT 84108

Operation

International Union of Operating Engineers
1125 Seventeenth St NW
Washington, DC 20036

ENGINEERING (cont'd)

Petroleum

Careers in Petroleum Engineering (1973).
Society of Petroleum Engineers of AIME
6200 N Central Expressway
Dallas, TX 75206

Textile

Career Opportunities for You in the Fabulous World of Fabrics (1973).
Textile Distributor's Association Inc
1040 Avenue of the Americas
New York, NY 10018

Engineers' Council for Professional Development, 345 E Forty-seventh St, New York, NY 10017

The council, a nonprofit professional organization, publishes a number of pamphlets, reprints, and books giving information pertinent to engineering and technical careers. Single copies will be sent free of charge (free publications catalog available). "Aids in Choosing Engineering or Engineering Technology as a Career," EC-73; 1974, (35¢); "Engineering Technology Careers," EC-14; 1975 (50¢); "Sources of Engineering Technology Career Information," EC-17; 1969 (25¢); "After High School--What?" EC-13 (15¢); and "Make Your Career Choice Engineering," EC-68; 1974 (35¢) are some of the pamphlets available.

Engineers, General. Careers Inc, P.O. Box 135, Largo, FL 33540. 1974, 8 pp. (single copies 45¢). Also: following titles all 8 pp., single copies 45¢: "Aerospace," 1974; "Civil," 1973; "Flight," 1975; "Industrial," 1975; "Nuclear Engineers and Scientists," 1975; "Stationary," 1974; "Science and Engineering Technician," 1975. 2 pp., single copies 30¢: "Aerospace Engineering Technician," 1974; "Agricultural," 1973; "Chemical," 1974; "Electrical," 1974; "Electrical Engineering Technician," 1975; "Environmental," 1974; "Highway," 1974; "Marine," 1973; "Material Handling," 1975; "Mechanical," 1975; "Mechanical Engineering Technician," 1975; "Metallurgical," 1974; "Mining," 1974; "Packaging," 1974; "Petroleum," 1975; "Safety," 1975; "Traffic," 1973.

These occupational descriptions include information on duties, working conditions, training, earnings, employment outlook, etc.

Engineers' Joint Council
345 E Forty-seventh St
New York, NY 10017

What's It Like To Be An Engineer? Educational Communications Programs, General Electric Co, Fairfield, CT 06431. 1974. (free).

Womengineer, EC-72, Engineers' Council for Professional Development, Publications Office, 345 E Forty-seventh St, New York, NY 10017. 1974. 18 pp. (25¢).

ENGINEERING (cont'd)

A comprehensive description of the role of women in engineering and the need for more in the profession.

ENTOMOLOGY

Entomology--an Exciting Scientific Career (1970).
Entomological Society of America
4603 Calvert Rd
College Park, MD 20740

FABRIC CARE INDUSTRY

Your Future and the Fabric Care Industry (1974).
International Fabricare Institute
Box 940
Joliet, IL 60434

FIREFIGHTING

Your local Civil Service Commission.

FOOD INDUSTRY

Counselor's Kit for the Food Service Industry
National Institute for the Foodservice Industry
120 S Riverside Plaza, suite 856
Chicago, IL 60606

Food Science and Technology--A Career for You?
Institute of Food Technologists
Food Technology Careers
221 N LaSalle St, suite 2120
Chicago, IL 60601

History Defines the Food Broker
National Food Brokers Association
Education Department
1916 M St NW
Washington, DC 20036

Sunkist Growers Inc
Educational Services
P.O. Box 7888
Van Nuys, CA 91409
(elementary game available)

FOOD SERVICE

Waiter or Waitress

National Restaurant Association
Educational Director
153 N Lake Shore Dr
Chicago, IL 60610

FORESTRY

Opportunities Unlimited
Industrial Forestry Association
1220 SW Columbia St
Portland, OR 97201

Society of American Foresters
1010 Sixteenth St NW
Washington, DC 20036

FOUNDRY INDUSTRY

American Foundrymen's Society
Golf and Wolf Rds
Des Plaines, IL 60016

FURNITURE UPHOLSTERY

Upholsterers' International Union of North America
1500 N Broad St
Philadelphia, PA 19121

GEMOLOGY

Your Future as a Gemologist
Gemological Institute of America
1660 Stewart St
Santa Monica, CA 90404

GEOGRAPHY

Careers in Geography
Geography as a Professional Field (1974).
Association of American Geographers
1710 Sixteenth St NW
Washington, DC 20009

GEOLOGY

American Geological Institute
2201 M St NW
Washington, DC 20037

GEOPHYSICS

Careers in Exploration Geophysics (1972).
Society of Exploration Geophysicists
P.O. Box 3098
Tulsa, OK 74101

GOVERNMENT

Federal Career Directory: A Guide for College Students (BRE-29). U.S. Civil Service Commission. Available for review in libraries, placement offices, and Federal Job Information Centers of the U.S. Civil Service Commission. 1976. 160 pp. (price not announced). Order from the Superintendent of Documents, Washington, DC 20402 (stock no. 006-000-00900).

Outlines employment opportunities in the Federal Government, describes the various agencies and their programs, and gives a brief description of major career opportunities. Information on Federal career opportunities may also be obtained from the Civil Service Commission through toll-free numbers listed in the U.S. Government section of the telephone book, or by calling 800-555-1212 for the Federal Job Information Center number in your area.

Guide to Federal Career Literature (BRE-24). U.S. Civil Service Commission. Available for review in libraries, placement offices, and Federal Job Information Centers of the U.S. Civil Service Commission. 1976. 32 pp. ($1.30). From the Superintendent of Documents, Washington, DC 20402 (stock no. 006-000-00906).

Lists brochures on federal career opportunities for college graduates, published by the Civil Service Commission and various federal agency employers.

GRAPHIC ARTS

Photoengraving

Printing Industry of America
1730 N Lynn St
Arlington, VA 22209

Printing

Education Council of the Graphic Arts Industry
4615 Forbes Ave
Pittsburgh, PA 15213

HAIR STYLING

National Beauty Career Center
3839 White Plains Rd
Bronx, NY

HEALTH

A Career in Pediatrics
American Academy of Pediatrics
P.O. Box 1034
Evanston, IL 60204

ANA-NLN Commission on Nursing Careers
American Nurses Association
10 Columbus Circle
New York, NY 10019

American Academy of Physicians' Assistants
2150 Pennsylvania Ave, room 356
Washington, DC 20037

American Association for Respiratory Therapy
7411 Hines Pl
Dallas, TX 75235

American Association of Medical Assistants Inc
One East Wacker Dr, suite 1510
Chicago, IL 60601

American Association of Nurse Anesthetists
111 E Wacker Dr, suite 929
Chicago, IL 60601

American Board of Opticianry
821 Eggert Rd
Buffalo, NY 14226

American Dental Hygienists Association
211 E Chicago Ave
Chicago, IL 60611

American Health Care Association
1200 Fifteenth St NW
Washington, DC 20005

American Medical Technologists
710 Higgins Rd
Park Ridge, IL 60068

American Nurses' Association
2420 Pershing Rd
Kansas City, MO 64141

American Occupational Therapy Association Inc
6000 Executive Blvd
Rockville, MD 20852

American Occupational Therapy Association
251 S Park Ave
New York, NY 10010

Ophthalmology as a Career
American Association of Ophthalmology
1100 Seventeenth St NW
Washington, DC 20036

American Optometric Association
7000 Chippewa St
St. Louis, MO 63119

American Orthotic and Prosthetic Association
1440 N St NW
Washington, DC 20005

Careers in Physical Therapy
American Physical Therapy Association
1156 Fifteenth St NW
Washington, DC 20005

American Podiatry Association
20 Chevy Chase Circle NW
Washington, DC 20015

American Society for Medical Technology
5555 SW Loop
Houston, TX 77401

American Society of Clinical Pathologist
2100 W Harrison St
Chicago, IL 60612

American Society of Medical Technologists
Hermann Professional Bldg, suite 1600
Houston, TX 77025

American Society of Radiologic Technologists
500 N Michigan Ave
Chicago, IL 60611

Association of Operation Room Technicians Inc
8085 E Prentice
The Denver Technological Center
Englewood, CO 80110

Council on Dental Education
American Dental Association
211 E Chicago Ave
Chicago, IL 60611

Council on Medical Education
American Medical Association
535 N Dearborn St
Chicago, IL 60610

Krumhansl, Bernice. Opportunities in Physical Therapy. Vocational Guidance Manuals, a division of Data Courier Inc, 620 S Fifth St, Louisville, KY 40202. 1975. 144 pp. ($2.45 paperback; $4.25, hardcover) (include 40¢ postage and handling).

Provides knowledgeable, experienced insight into the physical therapy field. Types of institutions employing physical therapists are described as well as licensure, working conditions, and schools offering 2- and 4-year programs. (Vocational Guidance Manuals also has books on pharmacy careers, osteopathic careers, and optometry careers.)

Robinson, Alice and Mary Reres. Your Future in Nursing Careers. Richards Rosen Press, 1972. 128 pp. ($4.80).

The senior nursing editor of RN magazine and an associate professor of nursing at the University of Virginia's School of Nursing write about the satisfactions of a nursing career.

Rosenthal, Neal H. Careers in Medicine. B'nai B'rith Career and Counseling Services, 1973, 20 pp. ($1.00).

HOME ECONOMICS

American Home Economics Association
2010 Massachusetts Ave NW
Washington, DC 20036

HOSPITAL ADMINISTRATION

Your Career in Hospital Administration (1972).
American College of Hospital Administrators
840 N Lake Shore Dr
Chicago, IL 60611

HOTEL-MOTEL INDUSTRY

Your Career in the Lodging Industry (1973).
Educational Institute
American Hotel-Motel Association
Kellogg Center
Michigan State University
East Lansing, MI 48823

INDUSTRIAL CHEMICALS INDUSTRY

American Chemists Society
1155 Sixteenth St NW
Washington, DC 20036

INDUSTRIAL DESIGN

Industrial Designers Society of America
60 W 55 St
New York, NY 10019

INDUSTRIAL TRAFFIC MANAGEMENT

American Society of Traffic and Transportation Inc
22 W Madison St
Chicago, IL 60602

INHALATION THERAPY

. . . Considering a Career in Inhalation Therapy? (1971).
American Association for Inhalation Therapy
3554 Ninth St
Riverside, CA 92501

IRON & STEEL INDUSTRIES

American Iron & Steel Institute
150 E Forty-second St
New York, NY 10017

INSTITUTIONAL HOUSEKEEPING MANAGEMENT

Futures Unlimited in Executive Housekeeping (1974).
National Executive Housekeepers Association Inc
Business and Professional Bldg
Second Ave
Gallipolis, OH 45631

INSURANCE

Contact local insurance offices, or:

Institute of Life Insurance
277 Park Ave
New York, NY 10017

Insurance Agent, Life, Careers, Inc, P.O. Box 135, Largo, FL 33540. 1972. 8 pp. (single copies 45¢). Also, in 2 pp. format (single copies 30¢): Insurance, Clerk, 1975; Insurance Adjuster, 1974; and Insurance Agent, and Property and Liability, 1975.

These occupational descriptions include information on duties, working conditions, training, earnings, employment outlook, etc.

Invitation to a Career, Research & Review Service of America, P.O. Box 1727, Indianapolis, IN 46206. 1975. 43 pp. ($4.20).

Describes the opportunities, challenges, and rewards, as well as the headaches, of a life insurance career.

Rosler, Lee. Opportunities in Life Insurance Sales. Vocational Guidance Manuals, a division of Data Courier Inc, 620 S Fifth St, Louisville, KY 40202. 1975. 118 pp. ($2.45 paperback; $4.25 hardcover [include 40¢ postage and handling]).

Discusses opportunities available to people considering the life insurance field, different types of life insurance policies, and personal and professional qualities needed to be a successful agent. Educational preparation is discussed along with specialized training programs offered by individual companies.

Career Opportunities in Property-Liability Insurance (1973).
American Mutual Insurance Alliance
20 N Wacker Dr
Chicago, IL 60606

"Making the Most of Your Job Interview";
"Making the Most of Your Job Opportunities" (No. 10334).
Order through local New York Life Insurance agent.

INTERIOR DESIGN

Interior Design Student Career Guide (1971).
National Society of Interior Designers
315 E Sixty-second St
New York, NY 10021
Enclose stamped, self-addressed envelope.

JEWELRY

Retail

The Golden Touch Booklet
Retail Jewelers of America
10 Rooney Circle
West Orange, NJ 07052

JOURNALISM

Your Future in Daily Newspapers (1973).
American Newspaper Publishers Association Foundation
P.O. Box 17407
Dulles International Airport
Washington, DC 20041

A Newspaper Career and You
The Newspaper Fund, Inc
P.O. Box 300
Princeton, NJ 08540

LANDSCAPING

Nursery

Something Worth Doing (1973)
American Association of Nurserymen Inc
230 Southern Bldg
Washington, DC 20005

Architectural

Landscape Architecture: A Professional Career in Land Planning (1972).
American Society of Landscape Architects
1750 Old Meadow Rd
McLean, VA 22101
Up to 3 copies free.

LAW ENFORCEMENT

"FBI Career Opportunities"
FBI
US Department of Justice
Washington, DC 20535

LAW

Law as a Career (1972).
American Bar Association
1155 E Sixtieth St
Chicago, IL 60637

LIBRARY SCIENCE

American Library Association
50 E Huron St
Chicago, IL 60611

MACHINING

Employment Outlook: Machining Occupations (1972).
International Association of Machinists and Aerospace Workers
Machinists Building
1300 Connecticut Ave NW
Washington, DC 20036

MANAGEMENT

Administrative Management Society
Publications Department
World Headquarters
Willow Grove, PA 19090

American Society for Public Administration
1225 Connecticut Ave NW
Washington, DC 20036

Marting, Elizabeth. Invitation to Achievement: Your Career in Management. American Management Associations, 135 Fiftieth St, New York, NY 10020. 32 pp. (75¢). (single copy free to students on request to Management Information Service).

MARITIME INDUSTRY

Office of Maritime Manpower
Maritime Administration
U.S. Department of Commerce
Washington, DC 20235

MARKETING

Marketing Researcher. Careers Inc, P.O. Box 135, Largo, FL 33540. 1975. 2 pp. (30¢).

Gives information on duties, working conditions, training, earnings, and employment outlook.

Small Business Administration
Washington, DC 20416

MATHEMATICS

American Mathematical Society
P.O. Box 6248
Providence, RI 02904

MEAT INDUSTRY

American Meat Institute
59 E Van Buren St
Chicago, IL 60605

MEDICAL ILLUSTRATION

Medical Illustration (1973).
Association of Medical Illustrators
6650 Northwest Hwy
Chicago, IL 60631

MEDICAL LIBRARY SCIENCE

Medical Librarianship: A Professional Career (1971).
Medical Library Association Inc
919 N Michigan Ave, suite 3208
Chicago, IL 60611

MEDICAL RECORD TECHNOLOGY

Your Career as a Medical Record Technician (1972).
American Medical Record Association
875 N Michigan Ave, suite 1850
Chicago, IL 60611

MEDICAL TECHNOLOGY

Answers to your Questions about an Exciting Career in Medical Technology (1974).
American Medical Technologists
710 Higgins Rd
Park Ridge, IL 60068

MEDICINE

Aerospace

Careers in Aerospace Medicine and Life Sciences (1971).
Executive Vice President
Aerospace Medical Association
Washington National Airport
Washington, DC 20001

Pediatric

A Career in Pediatrics (1972).
American Academy of Pediatrics
1801 Hinman Ave
Evanston, IL 60204

Physician

Council on Medical Education
American Medical Association
535 N Dearborn St
Chicago, IL 60610

Surgical

Modern Surgery: An Introduction to Its Scope and Opportunities (1973).
American College of Surgeons
55 E Erie St
Chicago, IL 60611

METEOROLOGY

The Challenge of Meteorology (1972).
American Meteorological Society
45 Beacon St
Boston, MA 02108

MICROBIOLOGY

Microbiology: In Your Future (1970).
American Society for Microbiology
1913 I St NW
Washington, DC 20006

MILITARY SERVICE

MacCloskey, Monro, Brig. Gen. USAF (ret.) Your Future in the Military Service. Richards Rosen Press. 1974. 190 pp. ($4.80).

Presents pertinent information military service-related that will be helpful to the young man or woman considering a service career.

See also: Military Services pp.

MINING INDUSTRY

American Institute of Mining, Metallurgical & Petroleum Engineers (AIME)
345 E Forty-seventh St
New York, NY 10017

National Coal Association
1130 Seventeenth St NW
Washington, DC 20036

MORTUARY SCIENCE

Funeral Service: A Heritage. . .A Challenge. . .A Future (1971).
National Funeral Directors' Association
135 W Wells St
Milwaukee, WI 53203
Single copy free when requested on official stationery.

MUSICIAN

American Federation of Musicians
641 Lexington Ave
New York, NY 10022

Music Educator's National Conference
1201 Sixteenth St NW
Washington, DC 20036

What You as a Career's Counselor Need to Know About Music Therapy
National Association for Music Therapy Inc
P.O. Box 610
Lawrence, KS 66044

NATURAL GAS ENERGY INDUSTRY

Career Challenges in the Natural Gas Energy Industry (1974).
American Gas Association Inc
1515 Wilson Blvd
Arlington, VA 22209

NURSING

A Profile on Practical Nursing (1974).
National Federation of Licensed Practical Nurses
250 W Fifty-seventh St
New York, NY 10019

ANA-NLN Commission on Nursing Careers
American Nurses Association
10 Columbus Circle
New York, NY 10019

Operating Room

Looking to Your Future. . . Operating Room Nursing Today--Tomorrow (1972).
Association of Operating Room Nurses Inc
Denver Technological Center
8085 E Prentice Ave
Englewood, CO 80110

Psychiatric

The Registered Nurse in the Psychiatric Setting (1973).
National Association for Mental Health Inc
1800 N Kent St
Arlington, VA 22209

OCCUPATIONAL THERAPY

Occupational Therapy Handbook (1972).
American Occupational Therapy Association Inc
6000 Executive Blvd
Rockville, MD 20852

OCEANOGRAPHY

National Oceanography Association
1900 L St NW
Washington, DC 20036

OPTICIANRY

American Board of Opticianry
821 Eggert Rd
Buffalo, NY 14226

OPTOMETRY

Optometry: Careers with Vision (1972).
American Optometric Association
7000 Chippewa St
St. Louis, MO 63119
*Also see Paraoptometry

OSTEOPATHY

The Profession of Osteopathic Medicine (1973).
Department of Public Relations
American Osteopathic Association
212 E Ohio St
Chicago, IL 60611

PAINTING

International Brotherhood of Painters & Allied Trades
1925 K St NW
Washington, DC 20006

PAPER INDUSTRY

American Forest Institute
1835 K St NW
Washington, DC 20006

PARAOPTOMETRY

The Paraoptometrics (1972).
American Optometric Association
7000 Chippewa St
St. Louis, MO 63119
*Also see Optometry.

PATHOLOGY

Pathology: The Science of Disease (1971).
Intersociety Committee on Pathology and Experimental Therapeutics
9650 Rockville Pike
Bethesda, MD 20014
(up to 10 copies free)

PERSONNEL ADMINISTRATION

Employment Service Interviewers. Occupational Brief 325, Science Research Associates Inc, 1972. 4 pp. (55¢ each [quantity prices available]).

Explains the duties of an interviewer, the working conditions, the educational requirements, salaries, advancement, opportunities, and future outlook.

Employment Supervisor, #249, Chronicle Guidance Publications Inc, Moravia, NY 13118. 1972. 4 pp. (50¢).

Describes the work performed, salary, working conditions, qualifications, training requirements, outlook, and specializations; also lists sources of additional information.

Job Analyst, #272, Chronicle Guidance Publications Inc, Moravia, NY 13118. 1973. 4 pp. (50¢).

Contains information on the duties and responsibilities of a Job Analyst, the opportunities for employment, salary, working conditions, personal qualifications, training requirements, promotion possibilities, and sources of further reading materials.

Personnel Administration Careers, Careers Inc. 1975. 8 pp. (single copies 45¢). Also: Training Director, 1974, 8 pp. Interviewer, 1972, Industrial and Labor Relations Specialist, 1973, Job Analyst, 1975; Management Trainee, 1972.

These occupational descriptions include information on duties, working conditions, training, earnings, employment outlook, etc.

Personnel Supervision (#258). Chronicle Guidance Publications Inc, 1973. 4 pp. (50¢).

Briefly describes the duties, salary, working conditions, qualifications, training requirements, and outlook, and gives sources of further reading materials.

Personnel Workers, Occupational Brief 134, Science Research Associates Inc, 4 pp. (single copies 55¢ [quantity prices available]).

Contains information on the duties of personnel workers, the qualifications, working conditions, and salaries.

Pond, John H. *Your Future in Personnel Work*. Richards Rosen Press Inc. 1971. 160 pp. ($4.80).

An introduction to the field of personnel administration. Covers educational requirements, salaries, duties, and working conditions.

American Society for Personnel Administration
19 Church St
Berea, OH 44017

PEST CONTROL

Hello! I'm Jerry Williams (Pest control careers)
National Pest Control Association
Alan M. Leopold
8150 Leesburg Pike
Vienna, VA 22180

PHARMACOLOGY

American Pharmaceutical Association
2215 Constitution Ave NW
Washington, DC 20037

Shall I Study Pharmacy?
American Association of Colleges of Pharmacy
4630 Montgomery Ave
Bethesda, MD 20014

This Is the Profession of Pharmacology (1970).
American Society for Pharmacology and Experimental Therapeutics
9650 Rockville Pike
Bethesda, MD 20014

PHOTOGRAPHY

Biological Photographic Association Inc
P.O. Box 1057
Rochester, MN 55901

Photography in Your Future (1973).
Eastman Kodak Co
Dept 412-L
343 State St
Rochester, NY 14650

Professional Photographers of America Inc
1090 Executive Way
Oak Leaf Commons
Des Plaines, IL 60018

PHYSICAL THERAPY

Careers in Physical Therapy (1973).
American Physical Therapy Association
1156 Fifteenth St NW
Washington, DC 20005

PHYSICS

American Institute of Physics
335 E Forty-fifth St
New York, NY 10017

PHYSIOLOGY

Careers in Physiology
American Physiological Society
Education Office
9650 Rockville Pike
Bethesda, MD 20014

PLANT-RELATED CAREERS

American Association of Nurserymen
230 Southern Bldg
Washington, DC 20005
(include self-addressed stamped envelope)

PLUMBING

National Association of Plumbing-Heating-Cooling Contractors
1016 Twentieth St NW
Washington, DC

PODIATRY

American Podiatry Association
20 Chevy Chase Circle, NW
Washington, DC 20015

POLICE

Your local Civil Service Commission

PROGRAMMING

Association for Computing Machinery
1133 Avenue of the Americas
New York, NY 10036

PSYCHIATRY

The Psychiatrist (1973).
National Association for Mental Health
1800 N Kent St
Arlington, VA 22209

PSYCHOLOGY

American Psychological Association
1200 Seventeenth NW
Washington, DC 20036

The Clinical Psychologist (1973).
National Association for Mental Health
1800 N Kent St
Arlington, VA 22209

PUBLIC RELATIONS

Careers in Public Relations. Public Relations Society of America, 845 Third Ave, New York, NY 10022. 1975. 12 pp. (single copies 25¢).

Public Relations Specialist, Careers, Inc. 1971. 8 pp. (single copy 45¢). Also: in 2-page format (single copies 30¢); College Public Relations Officer, 1974; Public Relations Secretary, 1973.

These occupational descriptions include information on duties, working conditions, training, earnings, employment outlook, etc.

PURCHASING

Purchasing as a Career (1973).
National Association of Purchasing Management
11 Park Pl
New York, NY 10007

RADIO

Careers in Radio (1974).
National Association of Broadcasters
1771 N St NW
Washington, DC 20036

RAILROAD INDUSTRY

Association of American Railroads
American Railroad Bldg
1920 L Street NW
Washington, DC 20036

Working on the Railroad
United Transportation Union
Public Relations Department
14600 Detroit Ave
Cleveland, OH 44107

RECREATION

National Industrial Recreation Association
20 N Wacker Dr
Chicago, IL 60606

Where the Action Is. . . A Career in Parks, Recreation and Conservation (1972).
National Recreation and Park Association
1601 N Kent St
Arlington, VA 22209

REHABILITATION

Want to Help Make the World Better? (careers in rehabilitation)
National Easter Seal Society for Crippled Children and Adults
Information Center
2023 W Ogden Ave
Chicago, IL 60612

RESPIRATORY THERAPY

Respiratory Therapy--A Career for Now and the Future (1974).
American Association for Respiratory Therapy
7411 Hines Pl
Dallas, TX 75235

RETAIL AUTOMOBILE BUSINESS

Your Career in the Retail Automobile Business (1973).
National Automobile Dealers Association
2000 K St NW
Washington, DC 20006

RETAILING

Opportunity in Retailing. National Retail Merchants Association, 100 W Thirty-first St, New York, NY 10001. 20 pp. (35¢ [minimum order 10]).

Depicts merchandising, store operations, control and credit, sales promotion, and personnel and employee relations.

Retail Buyer. Careers Inc, P.O. Box 135, Largo, FL 33540. 1972. 8 pp. (single copies 45¢); also, Retail Salesperson, 1974.

These occupational descriptions include information on duties, working conditions, training, earnings and employment outlook.

ROOFING

National Roofing Contractors Association
1575 N Harlem Ave
Oak Park, IL 60302

SALES

Automobiles

National Automobile Dealers Association
2000 K St NW
Washington, DC 20006

Manufacturers

The Salesman--Ambassador of Progress
Sales & Marketing Executives' International
Student Education Division
380 Lexington Ave
New York, NY 10017

Real Estate

National Association of Real Estate Boards
Department of Education
155 E Superior St
Chicago, IL 60611

Securities

New York Stock Exchange
11 Wall St
New York, NY 10005

SCIENCE

Can I Be A Scientist? (1972).
Public Relations Staff
General Motor Bldg, room 1-101
3044 W Grand Blvd
Detroit, MI 48202

Careers in Science at the National Bureau of Standards
U.S. Department of Commerce
National Bureau of Standards
Office of Technical Publications
Washington, DC 20234

SECRETARIAL SERVICES

Secretarial Career Kit
National Secretaries Association (International)
10 Crown Center, suite G
2440 Pershing Rd
Kansas City, MO 64108

Your Career as a Secretary (1972).
Association of Independent Colleges and Schools
1730 M St NW, suite 401
Washington, DC 20036

SEWAGE PLANT OPERATION

Water Pollution Control Federation
3900 Wisconsin Ave NW
Washington, DC 20016

SHORTHAND REPORTING

Shorthand Reporting as a Career (1973).
National Shorthand Reporters Association
25 W Main St
Madison, WI 53703

SINGING

National Association of Schools of Music
One Dupont Circle NW
Washington, DC 20036

SKILLED LABOR (foreman)

American Management Association
1315 W Fiftieth St
New York, NY 10020

SOCIAL WORK

National Association of Social Workers
2 Park Ave
New York, NY 10016

National Commission for Social Work Careers
600 Southern Bldg
15th and H Streets NW
Washington, DC 20005

Social Work: PSYCHIATRY

The Social Worker in Mental Health (1973).
National Association for Mental Health
1800 N Kent St
Arlington, VA 22209

SOIL SCIENCE

Office of Personnel
U.S. Department of Agriculture
Washington, DC 20250

SPEECH PATHOLOGY AND AUDIOLOGY

Speech Pathology and Audiology (1973).
American Speech and Hearing Association
9030 Old Georgetown Rd
Washington, DC 20014

STUDENT PERSONNEL ADMINISTRATION

It Is You (1971)
National Association of Student Personnel Administrators
P.O. Box 751
Portland, OR 97207

SURGICAL TECHNOLOGY

Association of Operation Room Technicians Inc
8085 E Prentice
The Denver Technological Center
Englewood, CO 80110

SURVEYING

American Congress on Surveying and Mapping
430 Woodward Bldg
1771 N Street NW
Washington, DC 20036

SYSTEMS ANALYSIS

Data Processing Management Association
505 Busse Hwy
Park Ridge, IL 60068

TEACHING

Jewish Education Needs You: Make It Your Career (1972).
American Association for Jewish Education
114 Fifth Ave
New York, NY 10011

Special Education Careers (1974).
U.S. Office of Education
Bureau of the Handicapped
Washington, DC 20202

Teaching as a Career (1973).
American Federation of Teachers
Public Relations Department
11 Dupont Circle NW
Washington, DC 20036

Teaching in the Independent School: A Career (1972).
National Association of Independent Schools
4 Liberty Square
Boston, MA 02109

Work with Visually Handicapped Children
Association for Education of the Visually Handicapped
919 Walnut St, 4th fl
Philadelphia, PA 19107

TELEVISION

Careers in Television (1974).
National Association of Broadcasters
1771 N Street NW
Washington, DC 20036

TRANSPORTATION

Lifeline--How Trucks Serve America
Motor Vehicle Manufacturers Association of the United States Inc
Communications Division/Educational Programs
320 New Center Bldg
Detroit, MI 48202

Men Who Move the Nation
United Transportation Union
Public Relations Department
14600 Detroit Ave
Cleveland, OH 44107

Opportunities in the Trucking Industry (1973).
Education Section
Public Relations Department
American Trucking Associations Inc
1616 P Street NW
Washington, DC 20036

TYPOGRAPHY

Careers in Typography Today (1973).
International Typographic Composition Association
2233 Wisconsin Ave NW
Washington, DC 20007

URBAN PLANNING

American Institute of Planners
917 Fifteenth St NW
Washington, DC 20005

VETERINARY MEDICINE

Today's Veterinarian
American Veterinary Medical Association
930 N Meacham Rd
Schaumburg, IL 60196

WELDING

Consider a Career in Welding
American Welding Society
2501 NW Seventh St
Miami, FL 33125

WHOLESALE DISTRIBUTION

Your Career in Wholesale Distribution (1971).
National Association of Wholesale Distributors
1725 K Street NW
Washington, DC 20006
(single copy free when requested on official stationery)

WILDLIFE AND ENVIRONMENT

Career Choices: Working Toward A Better Environment
U.S. Environmental Protection Agency
PEMAP A-107
401 M Street SW
Washington, DC 20460

Careers in Wildlife Conservation
Olin Corporation
Winchester-Western Division
Conservation Department
c/o Delores Westfall
East Alton, IL 62024

Focus on Wildlife Biology as a Career
Canadian Wildlife Service
Distribution Section
Department of Fisheries and the Environment
Ottawa, Ontario, Canada K1A 0H3
(individuals may order up to ten different publications, but only one copy of each.)

WRITING

Jobs and Opportunities for Writers
Writer's Digest
9933 Alliance Rd
Cincinnati, OH 45242

X-RAY TECHNOLOGY

Careers in X-Ray Technology (1974).
American Society of Radiologic Technologists
645 N Michigan Ave, room 620
Chicago, IL 60611

ZOOLOGY

American Society of Zoologists
Box 2739
California Lutheran College
Thousand Oaks, CA 91360

GENERAL

Job Opportunity Guides in Specific Fields
Pennsylvania Bureau of Employment Security
Industrial Services Unit, 7th fl, East Wing
Labor and Industry Bldg
7th and Forester Streets
Harrisburg, PA 17121

Employment and Training Programs for Youth
Public Documents Distribution Center
Pueblo, CO 81009
(This source can only supply two copies of each of ten different titles to the same address. Do not request more than this amount.)

Alpha Kappa Alpha Sorority
Mrs. A. Mitchem Davis, Executive Director
5211 S Greenwood Ave
Chicago, IL 60615
(series of booklets on outstanding black women)

Smithsonian Institution
National Air and Space Museum Library
900 Jefferson Dr SW
Washington, DC 20560

National Commission on Resources for Youth Inc
36 W Forty-fourth St
New York, NY 10036

Career Education in the Elementary School Curriculum
Educators Progress Service Inc
Department M
Randolph, WI 53956

AUDIOVISUAL RESOURCES

SOURCES OF FREE LOAN AUDIOVISUAL MATERIALS

Many sources provide free films, filmstrips, audio and video materials on career-related subjects. Some of these sources also provide materials for purchase. The following source list is limited; particular items are named as examples but are not necessarily the only ones available from the organization. Contact each organization directly for a complete up-to-date list as well as for ordering information.

Order these materials well in advance of need: many require several weeks' or months' advance notice; many require the borrower to pay return postage only, and some require postal insurance. Make requests on official stationery.

Source lists of available free materials are published yearly and are available from

Educators Progress Service Inc
Randolph, WI 53956

1977 Educators Guide to Free Audio and Video Materials
1977 Educators Guide to Free Filmstrips
1977 Educators Guide to Free Films
1977 Educators Guide to Free Guidance Materials
1977 Elementary Teachers' Guide to Free Curriculum Materials

AETNA LIFE & CASUALTY
Film Library
Public Relations and Advertising D-A
151 Farmington Ave
Hartford, CO 06115

tapes; scripts; transcriptions

AFL-CIO
Albert J. Zack, Director
Public Relations Department
815 Sixteenth St NW, room 402
Washington, DC 20006

AMERICAN FOUNDATION FOR THE BLIND INC
Public Education Director
15 W Sixteenth St
New York, NY 10011

audiodiscs
"Manpower" Working in the Sighted World I-IV

AMERICAN NATIONAL RED CROSS
Most of their films can be obtained from local chapter; if not, contact the following
General Supply Office
American National Red Cross
18th and E St NW
Washington, DC 20006

American Personnel and Guidance
Association
1607 New Hampshire Ave NW
Washington, DC 20009

American Speech and Hearing Association
Director of Career Information
9030 Old Georgetown RD
Washington, DC 20014

American Watchmakers Institute
Milton C. Stevens
Executive Secretary
P.O. Box 11011
Cincinnati, OH 45211

Careers in Watch Repair
films; filmstrips

American Water Works Association
Please address all requests for
films to:
Modern Talking Picture Service
2323 New Hyde Park Rd
New Hyde Park, NY 11040

Armstrong Cork Company
Mr. Clyde O. Hess, Manager
Consumer Services
Liberty and Charlotte St
Lancaster, PA 17604

The Flooring Craftsman

Associated Films
347 Madison Ave
New York, NY 10017

Association Films
1621 Dragon St
Dallas, TX 75207

Association-Sterling Films
Free Loan Films
866 Third Ave
New York, NY 10022
Serving Kentucky:
324 Delaware Ave
Oakmont, PA 15139

Audience Planners Inc
645 N Michigan Ave
Chicago, IL 60611

Bassist Institute
923 SW Taylor St
Portland, OR 97205

Boutique
films
(retailing career)

Bell & Howell Schools Resident Field Administration 209 W Jackson Blvd Chicago, IL 60606	Electronics, the Career That Serves
Budek Films P.O. Box 307 Santa Barbara, CA 93102	
Bureau of Audio Visual Instruction P.O. Box 2039 1312 W Johnson St Madison, WI 53715	
Business Education Films 4607 Sixteenth Ave Brooklyn, NY 11204	
Butterick Publishing Company 161 Sixth Ave New York, NY 10013	
Calhoon M.E.B.A. Engineering School Librarian 9 Light St Baltimore, MD 21202	The Sea is My Home films
Centron Education Films 1621 W Ninth St Box 687 Lawrence, KS 66044	
Churchill Films 622 N Robertson Blvd Los Angeles, CA 90069	
College Entrance Examination Board College Board Film Library 470 S Park Ave New York, NY 10016	No Limit to Learning films
Colorado Mining Association 330 Denver Hilton Office Bldg 1515 Cleveland Place Denver, CO 80202	Mining's Challenge films
Concerned Educators Against Forced Unionism Susan Staub, Staff Director Educational Services 8316 Arlington Blvd Fairfax, VA 22038	films; filmstrips

Coronet Instructional Films
65 E South Water St
Chicago, IL 60601

Counselor Films Inc
2100 Locust St
Philadelphia, PA 19103

Dibie-Dash Productions
4949 Hollywood Square
Hollywood, CA 90027

Dow Chemical Company
Emery Wright
Audio-Visual Department
2030 Dow Center
Midland, MI 48640

DuPont de Nemours and Company
Incorporated, E.I.
Advertising Department
1007 Market St
Wilmington, DE 19898

Light in Shadows: The Story of X-Ray
Good Hand--Good Eye (automotive refinishing) films

Educational Dimensions Corp
P.O. Box 126
Stamford, CT 06904

Educators Guide to Free Films/
Filmstrips/Audio and Video
Materials
Educators Progress Service, Inc
Randolph, WI 53956

Electronic Industries Association
Association Films, Inc
866 Third Ave
New York, NY 10022

Future Unlimited

Encyclopedia Britannica Education
Corporation
425 N Michigan Ave
Chicago, IL 60611

ETA KAPPA NU Association
Mr. P. K. Hudson, Executive Secretary
c/o Electrical Engineering Department
University of Illinois
Urbana, IL 61801
Information on engineering films.

Eye Gate House Inc
14601 Archer Ave
Jamica, NY 11435

Farm Film Foundation
1425 H St NW
Washington, DC 20005
Careers in Construction
Future Unlimited
(heavy equipment)

Film Fare Communication
10900 Ventura Blvd
Studio City, CA 91604

Florida Department of Commerce
Division of Tourism
Film Library
107 W Gaines St
Tallahassee, FL 32304

Ford Motor Co
Film Library
The American Rd
Dearborn, MI 48121
Listen, Listen
(thoughts on careers)

Forest Service, USDA
suite 904
1720 Peachtree Rd NW
Atlanta, GA 30309
films

General Mills
9200 Film Center
P.O. Box 1113
Minneapolis, MN 55440

Great Plains National Instructional
Television Library
Box 80669
Lincoln, NE 68501

GSA Federal Women's Program
Films on the Women's Movement
Washington, DC 20405

Guidance Associates
757 Third Ave
New York, NY 10017

Guidance Information Center
Cory Hill
Saxtons River, VT 05154
films

Hadden Films
1138 Garvin Place
Louisville, KY 40203

The Hedman Co
Stenoprint Division
1158 W Armitage
Chicago, IL 60614
The Present Is Your Future
(touch shorthand)
filmstrips

Idaho Beef Council films
2228 Main St
Boise, ID 83706

Indiana University
Film Library
Bloomington, IN 47401

International Typographic Composition filmstrips
Association
Patricia E. Reidinger
Administrative Assistant
2323 Wisconsin Ave NW
Washington, DC 20007

Jam Handy Inc
2821 E Grand Blvd
Detroit, MI 48211

Joint Council on Economic Education films
1212 Avenue of the Americas
New York, NY 10036

Kentucky Department of Education
Materials Center
Capital Plaza Tower
Frankfort, KY 40601
(502) 564-5385
(see page for films available)

Eli Lilly & Co Day of Judgement:
Miss A. I. Proctor Pharmacy Recruitment
Educational Resources Library M-340
P.O. Box 100-B
Indianapolis, IN 46206

Maine Department of Agriculture
Mr. John E. Norton
Motion Picture Services
State Office Bldg
Augusta, ME 04412

Maine Sardine Council filmstrips
P.O. Box 337
Brewer, ME 04412

Modern Talking Picture Service
9 Garfield Pl
Cincinnati, OH 45202

Modern Talking Pictures
2323 New Hyde Park Rd
New Hyde Park, NY 11040

National Aeronautics and Space Administration
NASA Langley Research Center
Mail Stop 154
Office of Public Affairs and Educational Programs
Hampton, VA 23665

films

National Association of Physical Science and Physical Education
Media Resource Center
College of Health and Physical Education
University of South Carolina
Columbia, SC 29208

National Audiovisual Center
National Archives and Records Service
General Services Administration
Washington, DC 20409
(301) 763-1896

Central clearinghouse for all federal A-V materials. Over 9,000 titles from more than 150 federal agencies; catalog continuously updated.

National Career Center
Dept FF
3839 White Plains Rd
Bronx, NY 10467

Careers in Cosmetology
Men's Hairstyling as Your Career
films

National Education Media, Inc.
15250 Ventura Blvd
Sherman Oaks, CA 91403

National Education Film Center
Westminister, MD 21157

National Science Foundation
Modern Talking Picture Service
2000 L St NW
Washington, DC 20036

films

New Day Films
P.O. Box 315
Franklin Lakes, NJ 07414
(Distribution cooperative for films about women.)

Pathescope Educational Films Inc
71 Weyman Ave
New Rochelle, NY 10802

films; filmstrips; cassettes
Non-Traditional Careers for Women (resource kit)

J. C. Penney Inc
These slides and filmstrips are available from your nearest J. C. Penney store manager. Borrower must personally pick up the material at the store.

Career Development: Education for Living
Awareness: Insight into People
filmstrips

Pennsylvania State University Audio-Visual Aids Library University Park, PA 16802	
Pepsi-Cola Co 500 Park Ave New York, NY 10022	New Horizons in Vocations films
Project on the Status and Education of Women Association of American Colleges 1818 R St NW Washington, DC 20009	Women and Film: A Resource Handbook
Prudential Insurance Company of America (send all requests to the following.) Modern Talking Picture Service 2323 New Hyde Park Rd New Hyde Park, NY 11040	films
The Prudential Insurance Company of America (Address all requests to the following.) Modern Video Center 2323 New Hyde Park Rd New Hyde, NY 11040	tapes; scripts; transcriptions
Sandia Laboratories Motion Picture Division 3153 P.O. Box 5800 Albuquerque, NM 87115	
Sandler Institutional Films, Inc 7449 Melrose Ave Hollywood, CA 90046	
Santa Fe Film Library 314 Railway Exchange 80 E Jackson Blvd Chicago, IL 60604	
The Scientificom Distribution Center 708 N Dearborn Chicago, IL 60610	A Career in Bacteriology films
The Sears-Roebuck Foundation Film Library (Send all requests to the following.) Association Films Inc 866 Third Ave New York, NY 10022	

Society for Visual Education 1345 W Diversey Pkwy Chicago, IL 60614	
Sperry New Holland Public Relations--215 New Holland, PA 17557	agricultural films
Teaching Resources Films 83 Adams St Bedford Hills, NY 10507	
Texaco Inc Retail Manager Division Office of Texaco Inc 4015 Executive Park Dr Cincinnati, OH 45241	films
United States Armed Services (Contact State Educationl Coordinator or head recruiter on p for appropriate service.)	films
United States Civil Service Commission (Films are available from nearest Civil Service Commission area office. Addresses can be found in the yellow pages; if no listing in the phone book, contact appropriate regional office.) 1340 Spring St NW Atlanta, GA 30309 Serves Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee.)	
U.S. Energy Research and Development Administration Film Library P.O. Box 62 Oak Ridge, TN 37830	Go Fission Horizons Unlimited
U.S. Office of Education Division of Vocational and Technical Education Washington, DC 20202	films
United States Postal Service Director of Communications and Public Affairs Main Post Office Bldg Chicago, IL 60699	films

The University of Akron
Mr. George E. Raymer, Director
Department Radio/TV Information
North Hall, room 210
225 S Forge St
Akron, OH 44325

"Home Economics: An Expanding
Career"
filmstrips

University Film Library
26 Washington Pl
New York, NY

University of California
Media Center
Instructional Media Library
405 Hilgard Ave
Los Angeles, CA 90024

University of California
Extension Media Center
2223 Fulton St
Berkeley, CA 94720

Anything They Want To Be

University of Colorado
National Tape Repository
Bureau of Audio-Visual Instruction
Boulder, CO 80302

University of Illinois
Visual Aids Service
Champaign, IL 61820

University of Minnesota
55 Westbrook Hall
Audio-Visual Education Service
Minnepolis, MN 55455

Valvoline Oil Co
(Order these films from the
Kentucky Valvoline sales office.)
Advertising & Sales Promotion
Department
P.O. Box 391
Ashland, KY 41101

Veterans Administration
Audio Visual Service
Central Office Film Library (037B1)
Washington, DC 20420

Vocational Films
Velecine Film Studios Inc
111 Euclid
Park Ridge, IL 60068

Western Electric Co
Motion Picture Bureau
195 Broadway, room 1626
New York, NY 10007

Women's Film Cooperative
Valley Women's Center
200 Main St
North Hampton, MA 01060
Women's Film Coop Catalog
(35 pp; $2.00)--critical selection
of films concerned with women's
liberation movement

Xerox Films Education Center
P.O. Box 444
Columbus, OH 43216

OTHER AUDIOVISUAL SOURCES

A number of publishers put out various audiovisual materials for purchase only. Some of these publishers are listed.

American Association of Agricultural Engineers
St. Joseph, MI
New Horizons Career guidance version
for potential students; public relations
version for general public

American Guidance Services
Publishers' Bldg
Circle Pines, MN

ARGUS COMMUNICATIONS
7440 Natchez Ave
Niles, IL 60648

Bowmar Inc
622 Rodier Dr
Glendale, CA 91201

Butterick Publishing Co
P.O. Box 1945
Altoona, PA 16603

University of California
Extension Media Center
2223 Fulton St
Berkeley, CA 94720

Changing Times Education Service
1729 H Street NW
Washington, DC 20006

Changing Times Education Service
1729 H Street NW
Washington, DC 20006

Counselor Films Inc
Career Futures Inc
146 Montgomery Ave
Bala Cynwyd, PA 19004
(215) 667-9550

Dukane Corporation
Audio Visual Division
2900 Dukane Dr
St. Charles, IL 60174

Educational Sensory Programming
1201 E Johnson
P.O. Drawer 5037
Jonesboro, AR 72401

Fairchild Visuals
Dept CB-2
7 E Twelfth St
New York, NY 10003

Guidance Associates
41 Washington Ave
Pleasantville, NY 10570

Houghton Mifflin
6626 Oakbrook Blvd
Dallas, TX 75235

Jacobson, Thomas, PhD
5945 Highgate Ct
La Mesa CA 92041

King Features
Education Division
235 E 45th St
New York, NY 10017

McGraw-Hill Book Co
1221 Sixth Ave
New York, NY 10020

Olympus Publishing Co
1670 E Thirteenth St South
Salt Lake City, UT 84105

J. C. Penney Co
1301 Ave of the Americas
New York, NY 10019

Scholastic Book Services
904 Sylvan Ave
Englewood Cliffs, NJ 07632

Science Research Associates
259 E Erie St
Chicago, IL 60611

PERIODICALS

ACES Newsletter
332 Tappan St
Brookline, MA 02146

Quarterly; free to members
Association of Counselor
Educators and Supervisors

ACTivity News
P.O. Box 168
Iowa City, IA 52240

Four per school year; free
American College Testing Program

ACTVE News
P.O. Box 1886
Austin, TX 78767

Monthly; free
Advisory Council for Technical-Vocational Education in Texas

AIR Career Education News
P.O. Box 1113
Palo Alto, CA 94302

Several per year; free
American Institutes for Research

American Education
U.S. Office of Education
400 Maryland Ave SW
Washington, DC 20202

Monthly, combined Jan/Feb and Aug/Sept
$13.50 per year
U.S. Department of Health, Education, and Welfare

American Vocational Journal
1510 H St NW
Washington, DC 20005

Monthly, Sept-May; $8 per year
American Vocational Association

APA Monitor
1200 Seventeenth St NW
Washington, DC 20036

Monthly, combined Sep/Oct
$5 per year
American Psychological Association

ASTD National Report for Training and Development
P.O. Box 5307
Madison, WI 53705

Biweekly; $35 per year
American Society for Training and Development, Inc.

ATEA Newsletter
North Dakota State School of Science
Wahpeton, ND 58075

Bimonthly; $7.50 to members
American Technical Education Association

AVA Membergram
1510 H St NW
Washington, DC 20005

Quarterly; free to members
American Vocational Association

AVA Guidance Division Newsletter
The Center for Vocational Education
1960 Kenny Rd
Columbus, OH 43210

Quarterly
Helen Rodebaugh

Business Education Forum
1906 Association Dr
Reston, VA 22091

Monthly - Oct-May (8 issues)
$5 (only as part of membership)
National Business Education
Association

CACO (Clusters Approach to Career Orientation) Newsletter
2nd floor, Price House
Virginia Polytechnic Institute and
State University
Blacksburg, VA 24061

Quarterly; free
VPI & SU with Virginia Department
of Education

CADRE (Career, Achievement, Development, Responsibility, Exploration)
Kennedy Center
734 Schuylkill Ave
Philadelphia, PA 19146

Seven per year; free
School District of Philadelphia

Canadian Vocational Journal
Suite 608, 251 Bank St
Ottawa, Ontario K2P 1X3, Canada

Quarterly; $4 per year
Canadian Vocational Association

Career Action
Iowa Career Education Advisory
Council
1209 E Court, Room 304
Executive Hills
Des Moines, IA 50319

Four-seven per year; free
Iowa Career Education Advisory
Council

Career Development News
Toledo Public Schools
Manhattan and Elm
Toledo, OH 43611

Bimonthly; free
Career Development Program
Toledo Public Schools

Career Digest
Indiana Career Resource Center
1201-1209 S Greenlawn
South Bend, IN 46615

Monthly; free
Indiana Career Resource Center

Career Education/Career Guidance Newsletter
SIG: CE/CG Newsletter
Division of Vocational and
Technical Education
VPI and SV
Blacksburg, VA 24061

Included with membership in the Special Interest Group (SIG) on Career Education-Career Guidance, American Educational Research Association

Career Education Digest
3303 Harbor Blvd, Suite H6
Costa Mesa, CA 92626

Six per year; $7.50 per year
Educational Properties, Inc.
Articles written by practitioners.

Career Education Exchange
Akron Public Schools
65 Stiener Ave
Akron, OH 44301

Monthly; free
Akron Career Education Programs

Career Education in Action
815 N Ella St
Orrville, OH 44667

Quarterly; free
Orrville City Schools

Career Education News
Bobit Publishing Co
1155 Waukegan Rd
Glenview, IL 60025

First and fifteenth of every month (Sept-June) Fifteenth of the month (July and August)
$50.00 per year (additional subscriptions mailed to same subscriber $8.50 each)

Career Education News and Notes
Council of Chief State School Officers
1201 Sixteenth St NW
Washington, DC 20036

Career Education Newsletter
P. O. Box 269
Covina, CA 9o723

Monthly during school year
$2.00 per year
Covina-Valley Unified School District

Career Education Newsletter
601 N. Colorado Ave
Haxton, CO 80731

Monthly; free to Coloradans; $1.00 others
N.E. Colorado Board of Cooperative Educational Services

Career Education Newsletter
State Fair Community College
1900 Clarendon Rd
Sedalia, MO 65301

Monthly; free
State Fair Community College

Career Education Newsletter
Cashmere, Pshastin-Dryden
Cashmere, WA 98815

Six during school year; free
Career Education Project

Career Education Review
Career Education Office/Bowling Green High School
1801 Rockingham Lane
Bowling Green, KY 42101

Free

Career Education Workshop
Parker Publishing Co, Inc.
West Nyack, NY 10994

Monthly except Jul and Aug
$36 per year
Parker Publishing Company

Careerism Newsletter
Box 3660
Rochester, NY 14609

30 per year; $30 per year
WWWWW/Information Services, Inc.

Career World
Curriculum Innovations
501 Lake Forest Ave
Highwood, IL 60040

Monthly, Sept-May
$3.50/student/school year
Bernard Berkin
Directed toward students

Center Critiques
Curriculum Management Center
Illinois Office of Education
100 N First St
Springfield, IL 62777

Quarterly; free
Illinois Dept of Adult, Vocational, and Technical Education

Centergram
Center for Vocational Education
The Ohio State University
1960 Kenny Rd
Columbus, OH 43210

Monthly; free
The Center for Vocational Education

CEPAL Newsletter
P.O. Box 970
Cortez, CO 81321

Monthly; free
San Juan Basin Area V-T School

CE-VIEW Newsletter
University of South Dakota/
Springfield
Springfield, SD 57062

Quarterly; free
Division of Vocational Education

The Communicator
Kentucky Valley Educational Cooperative
325 Broadway, P.O. Box 1118
Hazard, KY 41701

Free
Kentucky Valley Educational Coop

Community and Junior College Journal
American Association of Community and
Junior Colleges
One Dupont Circle, suite 410
Washington, DC 20036

Eight per year; $7.00 per year
American Association of Community
and Junior Colleges

Counseling and Human Development Newsletter
315 Social Science Bldg
Pennsylvania State University
University Park, PA 16802

Two-three per year; free to members
Division E, American Educational
Research Association

Counselor Education and Supervision
Association for Counselor
Education and Supervision
1607 New Hampshire Ave NW
Washington, DC 20009

Quarterly; $4.50 members;
$6.50 nonmembers
American Personnel and Guidance
Association

Counselor's Information Service
B'nai B'rith Career & Counseling
Services
1640 Rhode Island Ave NW
Washington, DC 20036

Quarterly; $9 per year
B'nai B'rith Career & Counseling
Services

CVA Communique
Suite 608, 251 Bank St
Ottawa, Ontario K2P 1X3, Canada

Quarterly; free to members
Canadian Vocational Association

Directions
Vermont Department of Education
State Office Bldg
Montpelier, VT 05602

Six per year; free
State Department of Education

EEO Report
IFM Bldg
Old Saybrook, CT 06475

Monthly; $48 per year
Institute for Management

The Education Digest
Prakken Publications
P.O. Box 8623
416 Longshore Dr
Ann Arbor, MI 48107

Monthly Sept.-May; $10.00

Education and Work
Capitol Publications, Inc
Suite G-12, 2430 Pennsylvania Ave NW
Washington, DC 20037
(202) 452-1600

Bi-weekly; $85.00

Elementary School Guidance and Counseling
1607 New Hampshire Ave NW
Washington, DC 20009

Quarterly; $8 to members; $10 to nonmembers
American Personnel and Guidance Association

The Exchange
237 Wolcott St
Bristol, CT 06010

Twice a month; free
Bristol Career Education Center

EXPO
P.O. Box 545
Newton, KS 67114

Quarterly; free within Kansas
Central Kansas Area Vocational School

Florida Vocational Journal
Career Education Center
Florida State University
Room 611 Johnston Bldg
415 N Monroe
Tallahassee, FL 32301

10 per year; $5.00
State of Florida

Focus on Career Education
720 Santa Barbara St
Santa Barbara, CA 93101

Irregular; free
Santa Barbara High School District

The Generator
College of Education
University of Rochester
Rochester, NY 14627

Three per year; free to members
Division G, American Educational Research Association

Guidepost
1607 New Hampshire Ave NW
Washington, DC 20009

Eighteen per year; $10 per year
American Personnel and Guidance Association

ICE (Implementing Career Education)
1517 S Theresa Ave
St. Louis, MO 63104

Quarterly; free
Career Education, St. Louis Public Schools

Illinois Career Education Journal
Division of Vocational and Technical Education
100 N First St
Springfield, IL 62777

Quarterly; free
Illinois Office of Education

Industrial and Labor Relations Review
New York State School of Industrial and Labor Relations
Cornell University
Ithaca, NY 14853

Quarterly; $12.00 per year
New York State School of Industrial and Labor Relations

Industry-Education Coordination and Career Education News
Board of Cooperative Educational Services

P.O. Box 1450
Upper Glenwood Rd
Binghamton, NY 13902

Monthly; free
B.O.C.E.S. Office of Industry-Education Coordination

Inform
National Career Information Center
1607 New Hampshire Ave NW
Washington, DC 20009

Monthly, except Jun and Jul
$15 members; $25 nonmembers
American Personnel and Guidance Association

Inside Career Education
Springfield City Schools
49 E College Ave
Springfield, OH 45501

Four-six per school year; free
Springfield Career Development Program

Integrated Education
School of Education
Northwestern University
2003 Sheridan Rd
Evanston, IL 60201

Bimonthly; $12 individual; $15 institutions

Journal of Business Education
4000 Albemarle St NW
Washington, DC 20016

Monthly - Oct-May; $10
Heldref Publications

Journal of Career Education
College of Education
Industrial Education Bldg
University of Missouri
Columbia, MO 65201

Quarterly; $8 per year
College of Education, University of Missouri

Journal of College Placement
P.O. Box 2263
Bethlehem, PA 18001

Four per college year
$35 (includes another publication)
College Placement Council

Journal of College Student Personnel
Subscription Manager
1607 New Hampshire Ave NW
Washington, DC 20009

Monthly; $15
American College Personnel Association; Division of American Personnel and Guidance Association

Journal of Non-White Concerns
1607 New Hampshire Ave NW
Washington, DC 20009

Quarterly; $10 per year
American Personnel and Guidance Association

Journal for Special Educators of the Mentally Retarded
Box 171
Center Conway, NH 03813

3 yearly plus any supplements
$9.00

Journal of Special Education
111 Fifth Ave
New York, NY 10003

Quarterly; $18.50
Grune & Stratton, Inc.

Journal of Vocational Behavior
111 Fifth Ave
New York, NY 10003

Bimonthly; $70 - 1 year
Academic Press (Harcourt Brace Jovanovich)

Kentucky Business Ledger
P.O. Box 3508
Louisville, KY 40201
(502) 635-5212

Monthly; $8 yearly

The Key To What's Happening in Career Education
Raleigh County Schools
105 Adair St
Beckley, WV 25801

Quarterly; free
Career Education, Raleigh County

Labour Education
International Labour Office
Worker's Education Branch
1211 Geneva 22, Switzerland

Free
International Labour Organization

Lafayette Career Education News
P.O. Box 2158
Lafayette, LA 70502

Quarterly; free
Lafayette Parish School Board

Lo Que Pasa
Penasco Careers Education Process
Penasco Independent School District #4
Box 318
Penasco, NM 87553

Monthly; free
Penasco Careers Education Process

Man/Society/Technology
1201 Sixteenth St NW
Washington, DC 20036

Eight per year/$9
American Industrial Arts Association

The Monitor
1201 Sixteenth St NW
Washington, DC 20036

Quarterly; $9 per year
American Industrial Arts Association

Monthly Labor Review
441 G St NW
Washington, DC 20212

Monthly; $22.35 per year
Bureau of Labor Statistics

NATIE News Notes
P.O. Box 545
Falls Church, VA 22046

Six per year; free to members
National Association for Trade and Industrial Education

National Career Information Center Inform
American Personnel and Guidance Association
1607 New Hampshire Ave NW
Washington, DC 20009

Monthly except June and July
APGA members - $15; nonmembers - $25

National Model IV
P.O. Box 3078
Glasgow AFB, MT 59231

Bimonthly; free
Mountain-Plains Education & Economic Development Programs, Inc.

New Human Services Review
New Human Services Institute
184 Fifth Ave
New York, NY 10010

Bimonthly; $9 individuals; $15 institutions
Behavioral Publications

NVGA Newsletter
1607 New Hampshire Ave NW
Washington, DC 20009

Four per year; free to members
National Vocational Guidance Association

Occupational Outlook Quarterly
Room 2028, GAO Bldg.
Washington, DC 20212

Quarterly; $5.40 per year
Bureau of Labor Statistics

The Personnel and Guidance Journal
1607 New Hampshire Ave NW
Washington, DC 20009

10 per year; $20 per year
American Personnel and Guidance Association

Personnel Journal
1131 Olympic Blvd
Santa Monica, CA 90404

Monthly; $16 per year
The Personnel Journal, Inc.

Real World
King Features Syndicate, Inc.
235 E Forty-fifth St
New York, NY 10017

Monthly
Student Newspaper of Career Information

Research Coordinating Unit Newsletter
New York State Education Department
Bureau of Occupational Education Research
Albany, NY 12234

Monthly; free to New York State educators
Bureau of Occupational Education Research

SCENews (Somersworth Career Education)
Somersworth High School
Memorial Dr
Somersworth, NH 03878

Six-eight per school year; free
Somersworth Career Education

The School Counselor
1607 New Hampshire Ave NW
Washington, DC 20009

Five per year; $9.00 members; $12.50 nonmembers
American Personnel and Guidance Association

The School Guidance Worker
Guidance Centre
Faculty of Education, University of Toronto
1000 Yonge St
Toronto, Ontario M4W 2K8, Canada

Six per year; $7.50 per year
University of Toronto

Sociology of Work and Occupations
275 S Beverly Dr
Beverly Hills, CA 90212

Quarterly; $12 individuals; $10 students; $20 institutions
Sage Publications, Inc.

The Solution
Career Education Office and
Resource Center
Hays USD #489
230 W Eleventh St
Hays, KS 67601

Every six weeks, Sep-May; free
Hays Unified School District #489

Spectrum '76
Guidance Centre
Faculty of Education
University of Toronto
1000 Yonge St
Toronto, Ontario M4W 2K8, Canada

Annual; $2.25
University of Toronto

State Education Journal Index
Editor
P.O. Box 244
Westminister, CO 80030

Semiannually; $60/yr.

Technical Education News
1221 Avenue of the Americas
New York, NY 10020

Four per school year; free
Gregg Division, McGraw-Hill Book Co.

The Third Dimension
Council Rock School District
Administrative Offices
Twining Ford Rd
Richboro, PA 19854

Quarterly during school year; free
Council Rock School District

Today's Education
National Education Association of the U.S.
1201 Sixteenth St NW
Washington, DC 20036

4 issues/yr.; $1.05 to members

Training and Development Journal
P.O. Box 5307
Madison, WI 53705

Monthly; $20 per year
American Society for Training
and Development

Training Magazine
One Park Ave
New York, NY 10016

Monthly; $12 per year
Ziff-Davis Publishing Co.

Update
EBCE Program
Appalachia Educational Laboratory
P.O. Box 1348
Charleston, WV 25325

Quarterly
National Institute of Education
Newsletter on Experience Based Career Education. Comments questions about EBCE and the newsletter are invited.

Vocational Education Professional Development Communicator
P.O. Box 5096
N Carolina State University
Raleigh, NC 27607

Irregular; free
Center for Occupational Education

Vocational Guidance Quarterly
1607 New Hampshire Ave NW
Washington, DC 20009

Quarterly; $10 per year
National Vocational Guidance Association (Included with membership in the National Vocational Guidance Association)

WACOP Newsletter
6836 N Fifty-eighth Dr
Glendale, AZ 85301

Three per year; free
Westside Area Career
Occupation Project

Washington Counseletter
Chronicle Guidance Publications
Moravia, NY 13118

Monthly, Sept-Apr; $11 per year
Chronicle Guidance Publications, Inc.

Workforce
Vocations for Social Change, Inc.
5951 Canning St
Oakland, CA 94609

$10 per year

Worklife
Room 10414
601 D Street NW
Washington, DC 20213

Monthly; $15.30
The Employment and Training
Administration, U.S. Department
of Labor

FEDERAL GOVERNMENT RESOURCES

U.S. Office of Education (USOE)

7th & D Streets, SW
Washington, DC 20201

Commissioner of Education: T. H. Bell
Special Projects Staff Director: James Moore (acting)
 Office of Career Education: Kenneth Hoyt
Deputy Commissioner of Management: Edward T. York, Jr.
Deputy Commissioner for Planning: John W. Evans (acting)
Deputy Commissioner for Indian Education: William G. Demmert
Deputy Commissioner for Schools: Robert R. Wheeler (acting)
Deputy Commissioner for Postsecondary Education: John D. Phillips (acting)
Deputy Commissioner for Occupational & Adult Education: William F. Pierce
 Associate Commissioner for Adult Vocational, Technical, and Manpower Education: Charles H. Buzzell
 Division of Research and Demonstration Director: Howard F. Hjelm
  Room 5042, Regional Office Building
  7th & D Streets, SW
  Washington, DC 20201
  Telephone: (202) 245-9634
  Research Branch Chief: Glen C. Boerrigter
  Curriculum Development Branch Chief: Mary V. Marks
  Demonstration Branch Chief: Lawrence Braaten

Office of Career Education

U.S. Office of Education
Room 3100, Regional Office Building
7th & D Streets, SW
Washington, DC 20201
Telephone: (202) 245-2284

The office of Career Education is a valuable resource. A part of the U.S. Office of Education, this office has for the past three years provided national leadership in career education. Under the direction of Dr. Kenneth B. Hoyt, the Office of Career Education has issued numerous documents relating to the status of career education, to the concept of career education and to highly descriptive data that have been provided by career education practitioners. It has also been responsible for other activities including a national assessment of career education practices.

National Institute of Education

Brown Bldg, 1200 Nineteenth St, NW
Washington, DC 20208

Director: Harold L. Hodgkinson
 room 722; (202) 254-5740

Associate Directors:
Planning, Budget, and Program Analysis: John C. Christensen
Administration and Management: Ernest Russell
Dissemination and Resources: Senta Raizen
room 707; (202) 254-5040
Finance and Productivity: Arthur S. Melmed
School Capacity for Problem-solving: Marc S. Tucker
Education and Work: Corrine Rieder
room 600; (202) 254-5310
Basic Skills: Andrew C. Porter (acting assoc. dir.)
Education Equity: Ernest Russell (acting assoc. dir.)

Assistant Director: Lois-ellin Datta

Chief:
School Practice and Service Division: Charles L. Hutchins
Information and Communication Systems Division: Thomas D. Clemens
R & D System Support Division: Ward S. Mason
Career Awareness Division: Robert Wise
Career Exploration Division: David Hampson
Career Preparation Division: Lois-ellin Datta (acting chief)
Education and Career Access Division: Ella Kelly (acting chief)

The Education/Work Task Force of the National Institute of Education under the direction of Drs. Corinne Rieder and David Hampson has been responsible for facilitating the development of diverse materials and is in the process of acquiring much more useful information.

U.S. Department of Agriculture

14th and Independence
Washington, DC 20250

This department is engaged in many educational activities, virtually all of them useful to career education practitioners. County Extension Programs, Home Demonstration Programs, and the National 4-H Program are but a few of the activities sponsored or promoted by the USDA.

(Check telephone directory for office branch in your area; also, Federal Information Center [405] 231-4868.)

U.S. Department of Defense

Pentagon
Washington, DC 20301

The Department of Defense is engaged in many educational endeavors that range from remedial to very advanced courses or programs. In one form or another the department maintains and operates training facilities, represent a large, but relatively untapped, pool or resources.

Consult telephone directory for numbers; also, Federal Information Center (405) 231-4868.

U.S. Department of Interior

Bureau of Indian Affairs
Washington, DC

The following is one of many publications related to career education from this department:

U.S. Bureau of Indian Affairs, U.S. Department of Interior, Career Development Opportunities for Native Americans. Washington, D.C.: U.S. Government Printing Office, 1975. 56 pp.

Chapter I outlines education beyond high school and describes financial aid forms and college admissions tests.

Chapter II contains information restricted to native American students.

Chapter III describes federal and non-federal programs for all students, including programs for specific subject areas.

An index and bibliography are included.

U.S. Department of Labor

Bureau of Labor Statistics
Washington, DC 20212

The following are some of the publications of this department:

Occupational Outlook Handbook. 1978-79. ($8.00).

This 783-page handbook (published every 2 years) is one of the most widely used resources in the field of vocational guidance. More than 805 occupations are listed, each with information on the nature of work, job prospects to 1985, personal qualifications, training, working conditions, earnings, chances for advancement, and where to find additional information.

Reprints of individual occupations are available separately (35¢); complete set (155 reprints) is $55. Free list of all reprints available.

Occupational Outlook Quarterly. Covers occupational and employment developments. Available from U.S. Government Printing Office.

The Dictionary of Occupational Titles. 2 vols. Volume 1 is an alphabetical list of 35,000 job titles; volume 2 groups jobs according to subject matter, purpose, abilities and traits.

Specific information on a particular career is available on request.

Education and Jobs--a series of pamphlets to guide young people to jobs that match different levels of education and training (free):

Jobs for Which a High School Education is Preferred, But Not Essential

Jobs for Which a High School Education is Generally Required

Jobs for Which Apprenticeships Are Generally Available

Jobs for Which Junior College, Technical Institute, or Other Specialized Training Is Usually Required

Jobs for Which a College Education Is Usually Required

Series of Motivational Leaflets (free):

- Ecology and Your Career
- English and Your Career
- Foreign Languages and Your Career
- Health and Your Career
- Liberal Arts and Your Career
- Math and Your Career
- The Outdoors and Your Career
- Science and Your Career
- Social Science and Your Career
- Thinking of a Clerical Job?
- Your Job as a Repairman or Mechanic

Order from regional office:

Bureau of Labor Statistics Regional Office
1371 Peachtree St NE
Atlanta, GA 30309

Further information is available from the following offices:

U.S. Department of Labor
Employment and Training Administration
Bureau of Apprenticeship and Training
Washington, DC 20212

U.S. Department of Labor
Area Development Act Training Program
Washington, DC 20212

"What is an Apprenticeship?" (brochure)
"Jobs for Which Apprenticeships Are Available" (brochure)

Materials and further information on apprenticeships and training are available from the following:

Bureau of Apprenticeship and Training
1200 S Broadway, suite 201
Lexington, KY 40504

Federal Bldg, room 187L
Louisville, KY 40202

Kentucky State Branches:

U.S. Department of Labor
Bureau of Apprenticeship and Training

Employment Standards
(405) 231-4545

Labor Management Services
(405) 231-4774

Superintendent of Documents

U. S. Government Printing Office
Washington, DC 20204

Numerous career education-related publications are available from the Government Printing Office. Consult a college or university Government Document section for catalogs and materials or write to the Government Printing Office for catalogs such as the following:

Manpower, Employment, Occupations, and Retirement (#SB 044)
U.S. Government Printing Office, May 17, 1976. 32 pp.

Listed are titles such as Career Choices; Working Towards a Better Environment (1975), Career Counseling for Women in the Federal Government (1975), Career Education; A Handbook for Implementation (1972), Developing Indian Employment Opportunities (1976), Do You Want a Summer Job? (1974)

Also, request the mailing list for Selected Government Publications. This free monthly publication lists recent government publications, description, and price.

Military

Recruiting offices of the following supply publications related to military occupations. Speakers are available for presentations in public schools. Consult telephone directory under U.S. Government and the branch of your local recruiting office for telephone number. (See Section IX)

U.S. Air Force
U.S. Army
U.S. Coast Guard
U.S. Marines
U.S. Navy
Kentucky National Guard

Federal Job Information Center

U.S. Civil Service Commission
1900 E Street NW, room 1416
Washington, DC 20414

The U.S. Civil Service Commission offers federal employment information through a nationwide network of Federal Job Information Centers and invites people to call and talk with information specialists for help in writing job applications and letters. Job announcements, application forms, and pamphlets are available.

For an answer to your questions about federal employment, you can visit, write, or call the nearest Federal Job Information Center--the local address and telephone number are listed beside each city in the network. If you are located outside a local dialing area, but within the state, you can call the toll-free number listed.

Materials: Federal Jobs Digest

Federal Career Directory (available for examination at local Civil Service Commission offices).

Kentucky offices (open Monday thru Friday):

Federal Bldg, room 167
600 Federal Plaza
Louisville, KY 40202
(502) 582-5130

Concord Bldg, 2d fl
1460 Newtown Pike
Lexington, KY 40505
(606) 254-2775

In other Kentucky locations dial 1-800-292-4585.

National Network for Curriculum Coordination

The National Network for Curriculum Coordination in vocational-technical education was developed to maximize the national resources for curriculum development and coordination.

Regional Centers are located in

Trenton, NJ
Mississippi State, MI
Springfield, IL
Stillwater, OK
Olympia, WA
Sacramento, CA

The Kentucky Curriculum Development Center is included in the southeast area (Mississippi State, MI).

Materials are primarily for use in the developing state; however, for information regarding curriculum materials that may be available from other states contact Dr. Herbert Bruce; Curriculum Development Center; Taylor Education Bldg; University of Kentucky; Lexington, KY 40506.

VII. INFORMATION-GATHERING AGENCIES

Information-Retrieval Service
  Kentucky's ERIC Resources
  State Department of Education
Resource and Research Centers

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INFORMATION-RETRIEVAL SERVICE-
KENTUCKY'S ERIC RESOURCES
STATE DEPARTMENT OF EDUCATION

The State Department of Education in Frankfort, Kentucky, provides a free direct link to the ERIC system and has available all pertinent ERIC resources including the following:

> Resources in Education--a monthly abstract journal and index that identify research reports, practitioner-related materials, and other documents of educational significance
>
> Computer Search Capacity--a terminal tied into the ERIC system that gives access to computer searches of ERIC documents. Literature searches of the documents will be made on request and a bibliography of documents with citation and abstract will be prepared for the user. Duplicates of the microfiche, or 100 pages of printouts of the microfiche, can be made, if so desired, free of charge to the professional staff of the department, elementary and secondary public school educators, and vocational educators

ERIC is one of 87 data bases available for computer searching. One of the most recent data bases accessible is the Magazine Index, which provides cover-to-cover indexing of more than 370 popular American magazines. Magazine Index provides a valuable adjunct in such areas as market research, public relations, government relations, journalism, food and nutrition, and the social sciences. All data base files are updated monthly.

> Documents--complete collection of educational documents of the Educational Resources Information Center (ERIC) is housed in the center.

The Service is especially valuable in making available copies of otherwise hard-to-get materials. Given the ERIC number (ED or ET) of the items, the Service can provide up to 100 pages of free printouts.

Requests for literature searches should define the research questions as to subject, grade level and purpose of search, time coverage, and number of desired articles on the subject.

Examples of request:

> "Need information relevant to teacher evaluation on the secondary level since 1973, to be used for teacher inservice program. Ten research studies, reports, or articles should be sufficient."
>
> "Need career education bibliographies published since 1975. Fifty abstracts should be sufficient."

Requests may be made by phone, mail, or in person.

After receiving the abstracts, review them for need relevancy and select the most appropriate documents. If desired, obtain complete texts (free up to 100 pp) of the documents needed by calling or writing the Information Request Service. Give the ED or ET number and title of the document. Indicate whether you need the document in hard copy (similar to Xerox copy) or in microfiche (requires a microfiche reader for magnification).

For searches or further information, contact the Unit Director of Information Retrieval Services; Kentucky Department of Education; Capital Plaza Tower; Frankfort, KY 40601; (502) 564-5514.

In Kentucky free ERIC services are available (allow at least 1 week for searches) from the ERIC Consultant; 107 Taylor Education Bldg; University of Kentucky; Lexington, KY 40506.

Contact should be made to work out descriptors and finalize arrangements. This can be done by phone or letter, but in-person contact is best.

After receiving the abstracts, or after choosing items from the guide, individual manuscripts may be read on microfiche in college or university libraries at all state universities in Kentucky (except Kentucky State University), or the Information Request Services. Kentucky State University cooperates with Information Request Service in Capital Plaza Tower.

Materials:

Career Education Implementation. (June 1978):
compilation of abstracts from ERIC system; describes selection of material
Career Education Curriculum K-12 (June 1978):
compilation of abstracts from ERIC system; describes selection of available curricular materials

RESOURCE AND RESEARCH CENTERS

Resource and research centers include a number of resources especially geared to career education. Some provide extensive materials or bibliographies of materials on all aspects of career education. Contact individual centers for further details.

AIM/ARM-- RIVE.--The Abstracts of Instructional Materials and Abstracts of Research Materials in Vocational and Technical Education (AIM/ARM) publication has provided educators quick access to instructional and research materials. In 1977 the name of the index was changed to Resource in Vocational Education (RIVE). Materials pertaining to vocational education are indexed regularly in RIVE (AIM/ARM) indexes.

The full text of these materials is available on microfiche or from the original source by ED number; check college or university library near you.

For information, contact The Center for Vocational Education; The Ohio State University; 1960 Kenny Rd; Columbus, OH 43210.

American Institutes for Research (AIR).--The American Institutes for Research field tested and revised the bulk of curriculum units originally developed as part of the Comprehensive Career Education Model.

As a result of field testing--involving more than 16,000 students and their 527 teachers in 31 school districts in 3 states--AIR staff have revised the (tested) 61 units into some 130 modules for grades K-12. Topical areas like "Understanding and Directing Self-Development," "Responsibilities as a Worker and Citizen" and "Personal Planning and Goal Pursuit" are covered.

Discussions are being conducted with potential publishers. Contact AIR for status of models: American Institutes for Research; P.O. Box 1113; Palo Alto, CA 94302.

The American College Testing (ACT) Program.--The ACT program develops and and administers guidance-oriented assessment programs, systems development, and administrative services for education and government agencies: Field staff in 13 regional offices; large document collection in education and psychology, as well as program, professional, and research publications.

Services:	Contact:
consultation in the field consultation at office library collection ERIC microfiche collection ERIC index collection	P.O. Box 168 Iowa City, IA 52240

Appalachian Adult Education Center.--The Appalachian Adult Education Center provides (1) services for adult educators and administrators; (2) Appalachian data related to adult basic education demonstration and research activities; and (3) publications.

Services:

consultation in the field
consultation at office
referral
library collection
ERIC microfiche collection
ERIC index collection

Contact:

U.P.O. 1353
Morehead State University
Morehead, KY 40351
(606) 783-3111

Appalachian Education Laboratory Inc.--Experience-based Career Education (EBCE) represents one of the four career education models developed some years ago by USOE. At the present, about 50 EBCE programs have been or are being field tested in local school systems throughout the nation. Reports of the EBCE program can be obtained from the National Institute of Education, which funded developmental efforts and educational laboratories. Complete design, development, implementation, and evaluation services are provided for state and local education agencies.

Services:

consultation in the field
consultation at office
referral
library collection
data collection
ERIC microfiche collection

Contact:

P.O. Box 1348
Charleston, WV
(304) 344-8371

B'nai B'rith Career and Counseling Service.--Occupation, career, and guidance data, as well as a small collection of books, pamphlets, and journals; publications on opportunities for minorities and adult career education; and a quarterly annotated bibliography on current literature on educational and vocational guidance are available. Lists of free or inexpensive materails will be sent on request.

Services:

consultation in the field
consultation at office
referral
library collection
data collection

Contact:

1640 Rhode Island Ave NW
Washington, DC 20036
(202) 393-5284

Board of Vocational Education and Rehabilitation

Contact:

Division of Vocational and
Technical Education
1035 Outer Park Dr
Springfield, IL 62706

Career Development Center--Research is conducted in career education and vocational teacher education in Colorado, and guidance, curriculum development, and information dissemination are provided.

Services:	Contact:
consultation in the field consultation at office referral library collection	University of Northern Colorado Vocational Education Department Greeley, CO 80631 (303) 351-2072

Career Education Center.--Services are provided Florida educators, a collection of books, learning activity packages, journals, media, curriculum guides is maintained; and periodicals and other publications are issued.

Services:	Contact:
consultation in the field consultation at office referral library collection ERIC microfiche collection ERIC index collection	Florida State University 415 N. Monroe St #618 Tallahassee, FL 32301

(CEDIS) Career Education Dissemination Services.--CEDIS provides education services for Massachusetts educators and maintains a small collection in career and vocational education. It also publishes quarterly citation listings and annotated bibliographies and holds workshops.

Services:	Contact:
library collection ERIC microfiche collection ERIC index collection	Massachusetts Center for Occupational Education 2 Sun Life Executive Park Wellesley Hills, MA 02181

Center for Occupational Education.--Through research, development, and related activities the Center for Occupational Education provides a continuing contribution to the improvement of occupational education. A publication list is available, as is a seven-volume monograph series--one of several career education products.

Contact:

John K. Coster
North Carolina State University
P.O. Box 5096
Raleigh, NC 27607

Center for Social Organization of Schools.--The center holds workshops on the use of Holland's theory of career and the self-directed search; other activities include research on organizatioanl structure for schools; assessment of psychosocial maturity, and assemblying of vocational behavior assessment devices.

Services:	Contact:
consultation in the field consultation at office	Johns Hopkins University 3505 N Charles St Baltimore, MD 21218 (310) 366-3582

Center for Studies in Vocational and Technical Education.--The center engages in research, development, and service organization for career and vocational educators in Wisconsin and the nation: focus is on the analysis of need and on the target of groups, institutional organization, instructional content and methodology, labor market needs, manpower policy, and other factors. Pyblications are available and include an Employability Skills Program module.

Services:	Contact:
consultation in the field consultation at office referral library collection data collection ERIC microfiche ERIC index collection	321 Education Bldg, Box 49 University of Wisconsin-Madison Madison, WI 53706

Center for Vocational Education.--Research development and services related to career education are primary concerns of the Center for Vocational Education. Under sponsorship of the National Institute of Education, the center has been active in developing career education programs and products, evaluating individual program needs and outcomes, operating information systems and services, and conducting leadership development and training programs.

Services:	Contact:
consultation in the field consultation at office referral library collection ERIC microfiche collection ERIC index collection	The Ohio State University 1960 Kenny Rd Columbus, OH 43210 (614) 486-3665

Materials (catalogs available);

Career Education--Now (brochure)--lists major Center services and instructional materials

Research and Development Programs--includes career guidance, career development of women and minorities, diffusion of innovation, and other areas

Services (catalogs available):

Special Projects--

- Alliance for Career Education
- Career Education for the Deaf
- National Joint Painting, Decorating, and Drywall Apprenticeship and Training Committee
- Occupational Exploration Staff Development

Personnel Development

Information and field services--

- ERIC Clearinghouse on Career Education (see page VII-1, 9)
- RIVE (AIM/ARM) Project (see page VII-3)
- Research library
- Metric Education Project
- resources on sex role stereotyping in vocational education
- product and service information

Evaluation--

- career education measurement handbooks
- National Evaluation of the Executive High School Internship Program (EHSIP)
- self-review instruments for evaluating education programs in Kentucky (a set of instruments and procedures that can be used by advisory councils in evaluating vocational education programs)

Center for Vocational, Technical, and Adult Education.--The center engages in curriculum development in vocational and occupational education, especially in Wisconsin and coordinates the development of applied research in career education programs.

Services:

- consultation in the field
- consultation at office
- library collection

Contact:

University of Wisconsin-Stout
Menomonie, WI 54751
(715) 232-2482

Educational Testing Service.--Schools, colleges, government, industry, and the professions are served in testing, research, and advisory capacities. Library of 15,000 volumes in psychology, education, statistics and related areas are available to scholars, as is ERIC Clearinghouse on tests, measurements, and evaluation.

Services:

- consultation in the field
- consultation at office
- referral
- library collection
- data collection
- ERIC microfiche collection
- ERIC index collection

Contact:

Princeton, NJ 08540
(606) 921-9000

ERIC Network.--ERIC is a nationwide information network for acquiring, selecting, abstracting, indexing, storing, retrieving, and disseminating significant and timely education-related reports. It consists of a coordinating staff in Washington, D.C. and 16 Clearinghouses located at universities or with professional organizations across the country. These Clearinghouses, each responsible for a particular educational area, acquire, select, catalog, abstract, and index documents which are announced in Resources in Education (RIE) and Current Index to Journals in Education (CIJE). They also prepare interpretive summaries and annotated bibliographies dealing with high interest topics and based on the documents analyzed for these indexes.

Access to ERIC Material: These are two primary means for determining what is available in ERIC-indexed material. One means is by personal search of the RIE and CIJE indexes which are available for individual use in many colleges and university libraries.

> Resources in Education (RIE)--A monthly abstract journal announcing recent report literature related to the field of education, permitting the early identification and acquisition of reports of interest to the educational community. RIE is made up of resumes and indexes. The resumes provide descriptions of each document and abstracts of their content, and are numbered sequentially by an accession number beginning with the prefix ED (ERIC Document). The indexes provide access to the Resumes by subject, personal author, and institution.
>
> The documents cited in RIE, except as noted, are available from the ERIC Document Reproduction Service (EDRS), in either microfiche (MF) or hard copy (HC). The price per document is based on the number of pages and is subject to change over time.
>
> The U.S. Government Printing Office (GPO) prints RIE and functions as subscription agent. The basic domestic annual subscription price is $42.70 a year. (The State Department of Education and all state universities have copies in their libraries.)
>
> Current Index to Journals in Education (CIJE)--A monthly publication announcing current periodical literature related to education. CIJE covers over 700 major journals devoted to all areas of education and indexes only published articles that are found in journals and periodicals but are not on microfiche.
>
> CIJE is made up of indexes and annotations. The annotations outline the scope and substance of most articles indexed. Indexes provide access to the annotations by subject, author, contents, and main entry.
>
> The documents cited are available in library collections of journals and periodicals and are not available from the ERIC network.
>
> Macmillan Information, A Division of Macmillan Publishing Company, Inc. publishes CIJE. Semiannual Cumulations are $37.50 per volume.

Another means of access is by computer search of the ERIC network data base. Computer printouts of ERIC annotations and abstracts (not complete documents) can be obtained by using a computer tohelp search through the thousands of entries in the ERIC data base. The results of a computer search look much like a bibliography. Lists of citations are printed out in the form in which they appear in CIJE or RIE. From the citations one can decide whether or not to retrieve the document in its original form. Charges for this service vary from center to center, but all are intended mainly to repay operation costs. For a list of the ERIC data-base search services contact the following:

User Services Coordinator
ERIC Processing and Reference Facility
4833 Rugby Ave, suite 303
Bethesda, MD 20014
(301) 656-9723

Computer searches may also be performed in at least two Kentucky locations:

Unit Director of Information Retrieval Services
Kentucky Department of Education
Capital Plaza Tower
Frankfort, KY 40601
(502) 564-5514
(Free to educators--see p. VII-1)

ERIC Consultant
107 Taylor Education Building
University of Kentucky
Lexington, KY 40506

Lists of abstracts from RIE or CIJE, whether computer-searched or hand-searched, must be examined and selections made of material to be further examined. CIJE material (EJ numbers) will be found in journals and periodicals in libraries. RIE materials (ED numbers) can either be viewed in microfiche form (many colleges and university libraries have complete microfiche files) or ordered in microfiche or hard copy (HC).

Microfiche Copy (a 4" x 6" transparent film card on which up to 98 full-size pages of text can be filmed;) can be read on a microfiche reader available in college, university, and public school libraries. Per-copy prices vary: up to 500 pages (6 fiche) usually run about $1.00; 2,000 pages, about $4.00.

Hard Copy (a full-size reproduction, on paper, of the original document; remember, there may be up to 98 pages on each microfiche card): per-copy prices run up to 25 pp, approximately $1.67; every additional 25 pages, cost an additional $1.50. If you have already obtained a microfiche card, it may be copied anywhere a microfilm or microfiche copier is available.

One hundred pages of hard copy can be obtained free of charge by Kentucky educators from the Informational Retrieval Services, Kentucky Department of Education, Capital Plaza Tower, Frankfort, KY 40601 (see p. VII-1.)

ERIC Clearinghouses: Currently there are 16 Clearinghouses tied into the ERIC Network. Each Clearinghouse concentrates on resources with a particular emphasis. The Clearinghouses have brochures explaining various facets of their services as well as publications available. Career educators should especially note the Adult, Career, and Vocational Clearinghouse at Ohio State University. Other Clearinghouses should also be consulted, as they may have related materials.

ADULT, CAREER, AND VOCATIONAL EDUCATION (CE)
Ohio State University
1960 Kenny Rd
Columbus, OH 43210

COUNSELING AND PERSONNEL SERVICES (CG)
University of Michigan
School of Education Bldg
East University and South University Streets
Ann Arbor, Michigan 48104

EARLY CHILDHOOD EDUCATION (PS)
University of Illinois
805 W. Pennsylvania Ave.
Urbana, Illinois 61801

EDUCATIONAL MANAGEMENT (EA)
University of Oregon
Eugene, Oregon 97403

HANDICAPPED AND GIFTED CHILDREN (EC)
Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

HIGHER EDUCATION (HE)
George Washington University
One Dupont Circle, N.W. Suite 630
Washington, D.C. 20036

INFORMATION RESOURCES (IR)
Area Instructional Technology
School of Education
Syracuse University
Syracuse, New York 13210

JUNIOR COLLEGES (JC)
University of California at Los Angeles
Powell Library, Room 96
405 Hilgard Ave.
Los Angeles, California 90024

LANGUAGES AND LINGUISTICS (FL)
Center for Applied Linguistics
1611 North Kentucky Street
Arlington, Virginia 22209

READING AND COMMUNICATION SKILLS (CS)
National Council of Teachers of English
1111 Kenyon Road
Urbana, Illinois 61801

RURAL EDUCATION AND SMALL SCHOOLS (RC)
New Mexico State University
Box 3 AP
Las Cruces, New Mexico 88003

SCIENCE, MATHEMATICS, AND ENVIRONMENTAL EDUCATION (SE)
1200 Chambers Road
Third Floor
Columbus, Ohio 43212

SOCIAL STUDIES/SOCIAL SCIENCE EDUCATION (SO)
Social Science Education Consortium, Inc.
855 Broadway
Bounder, Colorado 80302

TEACHER EDUCATION (SP)
American Association of Colleges for Teacher Education
One Dupont Circle, N.W.
Suite 616
Washington, D.C. 20036

TESTS, MEASUREMENTS, AND EVALUATION (TM)
Educational Testing Service
Princeton, New Jersey 08540

URBAN EDUCATION (UD)
Teachers College
Columbia University, Box 40
New York, New York 10027

EDUCATIONAL RESOURCES INFORMATION CENTER (Central ERIC)
National Institute of Education
Washington, D.C. 20208
Telephone: (202) 254-5555

ERIC PROCESSING AND REFERENCE FACILITY
4833 Rugby Avenue, suite 303
Bethesda, Maryland 20014
Telephone: (301) 656-9723

ERIC DOCUMENT REPRODUCTION SERVICE
P.O. Box 90
Arlington, Virginia 22210
Telephone: (703) 841-1212

MACMILLAN INFORMATION
866 Third Avenue
New York, New York 10022
Telephone: (212) 935-4300

Far West Laboratory for Educational Research and Development:--Local and state education agencies are served through educational research, development, diffusion, evaluation, and technical assistance by a staff of 200. The laboratory has a multimedia studio, computer facilities, meeting rooms, printing shop, and a professional library. Recent work in experience-based career education (EBCE). (See Appalachian Education Laboratory for more information on EBCE.)

Services:	Contact:
consultation in the field consultation at office library collection	1855 Folsom St San Francisco, CA 94103 (415) 565-3125

Industrial Relations Research Institute.--The institute engaged in research in labor and industrial relations, vocational education, employment, labor markets, and the industrial society.

Contact:

University of Wisconsin-Madison
4226 Social Science B
Madison, WI 53706

Institute for Social Research.--Research is conducted within four centers: Survey Research Center, Research Center for Group Dynamics, Center for Research on Utilization of Scientific Knowledge, and Center for Political Studies. Data tapes from many institute studies may be purchased.

Services:	Contact:
consultation in the field data collection	University of Michigan 426 Thompson St., Box 1248 Ann Arbor, MI 48106

National Assessment of Educational Progress.--Educational achievement data are collected on a nationwide basis through periodic census-like surveys on four age levels of young Americans and are available to education policy-makers and practitioners in monographs and as data tapes.

Services:	Contact:
consultation in the field consultation at office library collection data collection ERIC microfiche collection ERIC index collection	Education Commission of the States 1860 Lincoln, suite 700 Denver, CO 80203

National Career Information Center.--The center keeps the practicing counselor fully informed about career guidance resources, tools, and techniques; it also publishes monthly newsletter and series of career resource bibliographies: Inform (newsletter)--identified accurate, relevant career information sources and innovative techniques for guidance counselors; Career Resource Bibliographies (30)--planned with selected educational and occupational sources for career-cluster areas.

Contact:

American Personnel and Guidance
Association
1607 New Hampshire Ave NW
Washington, DC 20009
(202) 483-4633

National Center for Career Education (NCCE)

University of Montana
P.O. Box 7815
Missoula, MT 58907
(406) 243-5262 or 243-6466

The National Center for Career Education (NCCE) is a private, nonprofit corporation established to assist local institutions, state agencies, and other interested organizations in assisting and interpreting career education needs, in developing career education curricula, and in designing plans for implementation.

The NCCE collects career education materials and then facilitates and aids in the nationwide distribution of these materials. A catalog is not published because of the rapid growth of the NCCE library; however, computer-search services are offered and result in a computer printout of citations of materials requested. The NCCE Resource Center contains teacher and curriculum guides; reference, guidance, and counseling materials; and learner materials from many states.

To request a search write to NCCE-Search Request; P.O. Box 1115; Missoula, MT 59807. A search-request card, the instructions necessary to complete the request, and any additional information requested will be mailed. One search request includes listings of results (up to 50 pp per search, approx. 150 citations on 50 pp). A $35.00 flat fee is charged for a search request; and subrequest searches within the prior search area, $20.00 per request. The printout represents NCCE materials suitable to the request made; it will also have interpretation aids and ordering procedures for obtaining any of the materials desired. Search results will be received in about 2 weeks.

Nine affiliate centers are planned to support the NCCE headquarters in coordinating the collection, assessment, and storage of career education materials and information in the computerized system for nationwide distribution. Affiliate centers will also use these materials and the information to foster communications among career educators, encouraging and coordinating joint research capabilities; curriculum-development training and curriculum development for institutional representatives at geographically dispersed locations are provided.

Affiliate Centers include the following:

University of Arizona (Tucson)
University of Georgia (Athens)
Gonzaga University (Spokane, Washington)
University of Missouri (Columbia)
Ohio State University (Columbus)
University of Oregon (Eugene)
Syracuse University (New York)
University of Southern California (Los Angeles)
University of Virginia (Charlottesville)

NCCE also provides a training service for local and state educators and offers specific assistance in adapting career education materials to the needs of local and state agencies.

NCCE will assist in identifying usable materials for specific circumstances. Interested paractitioners can initiate this process by requesting any of the following services:

1. Initial Searches--computer-generated listings of NCCE's holdings in broad categorical areas (eg, career education mathematics instructional materials for use in the primary grades). These listings can be used to order the materials that interest you. (Cost: each initial search $1.00, schedule of proposed initial search listings (quarterly); free--or annual subscription to all initial search listings $36.00 a year. (subscription includes supplemental search services described below).

2. Supplemental Computer Searches--custom-prepared computer-printed listings which are for you if you need information which is not available in the initial searches. (Cost: $35.00 each--money refunded if not satisfied.)

3. Direct Response--NCCE staff member--provided personalized attention necessary for filling your needs. A letter, postcard, or phone call can initiate a fast, friendly, and attentive response. (Cost: Cost recovery--money refunded if not satisfied.)

4. Sampler Library--minilibrary of teacher-prepared material on career education infusion for grades K-3, 4-6, 7-9, and 10-12; about 50 items in each library. (Cost: $90.00; examination kit available for previewing.)

Materials can be selected from search descriptions or from other NCCE supplied information not yet entered in the computer. You will always be furnished with a blank order form and may order any listed materials for either previewing or purchasing:

1. The material is shipped to the user by NCCE for examination for up to 30 days. There is no charge for previewing, but previewers will be required to pay handling and postage-shipping costs.

2. Although there is no charge for the materials per se; if you keep the material you will be required to reimburse NCCE for costs incurred for duplication, handling, and postage-shipping costs.

NCCE has published The States' Career Education Resource Guide (June 1977) which lists career education personnel, resource centers, and programs and practices across the country.

National Clearinghouse for Mental Health Information

Health Services and Mental Health Administration
5600 Fishers Ln
Rockville, MD 20852
(301) 443-4517

The Clearinghouse will do a computer search of the research for an unedited printout of references and abstracts on a particular subject:

Psychological Abstracts:

publisher:

American Psychological Association Inc.
1200 Seventh st NW
Washington, DC 20036

frequency:

monthly, with two annual index volumes (bound)

price:

$190 per year including indexes

Psychological Abstracts since 1967 are available on machine-readable tapes that provide the basis for an automated search and retrieval service known as PAIS (Psychological Abstracts Information Service). PASAR (Psychological Abstracts Search and Retrieval) provides the researcher with information on a particular topic as published in Psychological Abstracts since 1967. PATELL (Psychological Abstracts Tape Edition in Lease or License) provides Abstracts records since 1967 for use on the institution's computer. PADAT (Psychological Abstracts Direct Assess Terminal) provides information across many data bases through hookup with several national and international information-retrieval services.

Sociological Abstracts:

publisher:

Sociological Abstracts Inc
P.O. Box 22206
San Diego, CA 92122

frequency:

5 issues yearly

price:

$120 per year; single issues; $30; cumulative annual index, $36.

cosponsors:

American Sociological Association
Eastern Sociological Association
International Sociological Association
Midwest Sociological Society

State Education Journal Index:

publisher:	frequency:
L. Stanley Ratcliff P.O. Box 244 Westminister, CO 80030	Seminannually, price: $45 per year

T & D Publications (formerly CIRF Abstracts):

publisher:	frequency:
International Labour Office CH-1211 Geneva 22, Switzerland	Bimonthly price: $10 per year

Looseleaf mailers consist of a News in Brief section and sections of lengthy abstracts in English, drawn from international sources.

Resources in Education (RIE):

publisher:	frequency:
Educational Resources Information Center (ERIC) National Institute of Education U.S. Department of Health Education and Welfare Washington, DC 20402	Monthly, with two semiannual cumulations sold separately price: $42.70 per year; single copy, $3.60; semiannual index, $9.00

(Order from Superintendent of Documents, US Printing Office)

National Institute of Education--Education and Work Program

National Institute of Education
Lois-ellin Datta, Associate Director
Brown Bldg, room 600
1200 Ninteenth St
Washington, DC 20208

The National Institute of Education (NIE) has sponsored major research in the planning, development, implementation, and evaluation of a national career education effort. Through NIE's support, programs and materials have been developed for both the infusion of career education into existing K-12 curricula and the development of Experience-based Career Education (a secondary school program that emphasizes use of the community as a classroom).

Since 1971-72, career education materials, curriculum guides, reviews of exemplary career education projects, and other related products have been developed under NIE sponsorship and made available to interested state and local educational agencies. Descriptions of many of these efforts are included in the soon-to-be released NIE publication entitled Directions in Career Education.

Materials of particular interest include the following:

- Catalog of NIE Education Products (1977)
- Learning Resource Activities: A Teacher's Guide
- Career Education Catalog and Eleven Career Education Programs (case studies and annotated listings)
- Career Education Instructional Materials: A Compendium of Information: EPIE Career Education S*E*T
- Career Education Implementation: A Handbook for Strategy Development
- The Development of Career Awareness in the Young Child
- Directions in Career Education (soon-to-be-released)

Selected NIE Programs:

Experience-based Career Education (EBCE)

EBCE differs from most alternative secondary school programs by balancing academic, personal, and vocational development. EBCE--targeted to all students--emphasizes career exploration, with site and job rotation rather than single work experiences, and promotes the development of general rather than job-specific career skills. While high school students spend from 1 day to 3 months at various work places in a community, they learn firsthand what it's like to be a job holder in today's complex world.

Studies, visits by outside reviewers, and an external evaluation conducted by Educational Testing Service have substantiated what students, parents, employers, and program graduates have said: The program helps adolescents make the transition to adulthood in ways that traditional schools usually do not duplicate. Besides meeting regular graduation requirements, EBCE helps students--no matter what their backgrounds or career aspirations--become more self-confident; better able to communicate with, and relate to, adults; and better able to manage their own time and learning activities.

EBCE materials and training options are best obtained by contacting the original developers:

Harold Henderson
Appalachia Educational Laboratory
Box 1348
1031 Quarrier St
Charleston, WV 25325

Robert Peterson
Far West Laboratory for Educational Research and Development
1855 Folson St
San Francisco, CA 94103

Rex Hagans
Northwest Regional Educational Laboratory
710 SW Second Ave
Portland, OR 97204

Michaelita Quinn
Research for Better Schools
1700 Market St, suite 1700
Philadelphia, PA 19103

Fayette County (Lexington, Kentucky) has an EBCE program. For further information contact Fran Ruhlin, EBCE Project Manager; Fayette County Board of Education; 701 E Main St; Lexington, KY 40502; (606) 259-1411, ext 311). (See Section II)

Career-Planning Support Systems--

Publications include The Product Engineering of a System for Upgrading High School Career Planning Programs (Technical and General Reports, 1975); Career Guidance Materials: Implications for Women's Career Development (1974); Significant Others and Careers (1977); and Sugar and Spice is Not the Answer: A Parent Handbook on the Career Implications of Sex Stereotyping (1977).

National Occupational Information Service (a division of the Department OF Labor's Employment and Training Administration).--The service refers requests for occupational and labor market information to appropriate government agencies and grantee programs are served.

Services:	Contact:
consultation in the field consultation at office library collection ERIC microfiche collection ERIC indix collection	Patrick Henry Bldg 601 D Street NW Washington, DC 20212

New Jersey Occupational Resource Center

Contact:

Building 871, R.M.C.
Plainfield Ave
Edison, NJ 08817

Northwest Regional Educational Laboratory.--Purpose to assist in improving educational programs and processes by developing and disseminating educational products, conducting research, providing technical assistance, evaluating programs and projects, training, and serving as an information resource. Maintains five field offices. Write for a free pamphlet which describes the publications available. See Appalachian Educational Laboratory for more information on Experience-Based Career Education.

Services:	Contact:
consultation in the field library collection	710 SW Second Ave Portland, OR 97204 (503) 258-6804

Office of Manpower Studies.--The Office of Manpower Studies concerns itself with research, data, and document collection in occupational trends, manpower requirements, and training and provides data on high school seniors from four classes of 750,000 each. The office is working on a career education closed circuit TV project for Indiana audiences, and issues publications.

Services:	Contact:
consultation in the field consultation at office	Purdue University, SCC-A West Lafayette, IN 47907 (317) 494-8579

Occupational Outlook Service.--A number of bulletins, handbooks, periodicals, and leaflets on occupational outlook are published through eight regional offices.

Services:	Contact:
data collection	Bureau of Labor Statistics U.S. Department of Labor Washington, DC 20212 (202) 523-1386

Research for Better Schools.--Individualized learning programs in elementary school, adult education, and experience-based career education are developed, field tested, and disseminated.

Services:	Contact:
consultation in the field referral library collection	1700 Market St, suite 1700 Philadelphia, PA 19103 (215) 561-4100

The U.S. Office of Education--Office of Career Education

The Office of Career Education
Regional Office Bldg No. 3, room 3108-A
7th and D Streets SW
Washington, DC 20201

The U.S. Office of Education has carried out extensive demonstration and state-planning projects in career education. The demonstration projects have been funded in five major categories:

1. incremental improvements in K-12 career education

2. effective career education in settings such as the senior high school, community colleges, institutions of higher education, and adult and community settings

3. effective career education for the handicapped, gifted and talented, minority or low-income youth, or to reduce sex stereotyping in career choice

4. effective training and retraining of personnel

5. communication of career education philosophy, methods, program activities, and evaluation results to practitioners and the general public

Each project serves as a demonstration site providing operational examples of career education functioning in local settings and may be administered by local and state education agencies and public and private agencies, institutions, or organizations.

In addition to funding demonstration projects, the U.S. Office of Education (USOE) is strongly committed to encouraging widespread adoption or adaptation of effective and validated educational programs. In doing so, the dissemination of program information and materials becomes an important activity, facilitiated by publishing a wide range of materials of interest to career educators. Examples include the following:

An Introduction to Career Education, 1974. (policy paper of U.S. Office of Education) 1974
Career Education: How To Do It, October 1974. (creative approaches by local practitioners)
Monographs on Career Education
Career Education: The State of the Scene, November 1974.
A Systematic Approach to Evaluating Career Education Materials at the Local Level, November 1974.
Federal Agencies for Career Education Services, 1977 (see section 2.1.6 for reprint of document)
Education Programs That Work, 1976.

Additional materials--and addresses for obtaining these--can be found under appropriate topical booklists.

The USOE has also recently opened a new career resource center containing almost 5,000 educational materials developed at the local level. These materials have been compiled from those developed by innovative career education programs across the nation in the past several years. Information on services available from this new center should be requested from the Office of Career Education; Regional Office Bldg No. 3, room 3108-A; 7th and D Streets SW: Washington, DC 20202.

VIII. EVALUATION AND CAREER EDUCATION

PROFESSIONAL REFERENCES

CAREER EDUCATION MEASURES

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Ohio Vocational Interest Survey VIII-11
Orientation to Career Concepts Series VIII-12
The Piers-Harris Children's Self-Concept Scale . . VIII-12
Planning Career Goals VIII-13
Self-Observation Scales VIII-13
Strong-Campbell Interest Inventory VIII-14
Youth Inventory VIII-14

PROFESSIONAL REFERENCES

Career Assessment Instruments for Secondary Counselors. Thomas J. Crowley et al. New Hampshire Research Coordinating Unit for Vocational-Technical Education. 1976. 31 pp. Guidelines to help counselors select tests for occupational guidance. Career Assessment instruments are compared and contrasted; publishers' addresses, costs of specimen sets and comments regarding reliability and validity are listed; eight interest tests are included; and interpreting test results are discussed. (ED 131 353, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

The Career Education Assessment Guide. Oregon State Department of Education. 54 pp. Presents an evaluation instrument to be used for assessing essential components of model career education program. (ED 120 475, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

Career Guidance Techniques for Classroom Teachers, Tests, Individualized Learning Systems for Career/Vocational Education Staff Development. Oregon State Department of Education. 22 pp. Career guidance techniques in competency area of testing; includes five activities designed to enable learners to better understand testing and its uses, their own values and abilities, and occupational areas that might interest them. (ED 133 524, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Comprehensive Placement and Follow-Up System. Martha Raymer and Robert Gary. Kentucky Department of Education Materials Center.

The Development and Field Test of an Objective Career Counseling Instrument: Final Report. J. L. Wircenski. Lubbock, Tex: Education Service Center Region 17, June 1976. 63 pp. Describes development of career counseling instruments used to record and relate variables that effect program placement. From correlations performed, the instruments are held to be excellent predictors of student job placement. The 15 revised instruments are included. (ED 130 166, EDRS price: MF-$0.83 HC not available from EDRS.)

The Development of an Evaluation Scheme for Career Education in the Middle Grades: Final Report. William R. Hoots, Jr. East Carolina University, School of Technology, August 1973. 40 pp. Describes development of instruments to measure attainment of career education objectives in middle grades. Final test form (level 9) contains 25 self- and work-related items calling for written responses. (ED 113 451, EDRS price: MF-$0.76 HC-$1.95 plus postage.)

The Efficacy of Career Education: Other Ways of Assessing Effectiveness. National Advisory Council for Career Education, Oct 15, 1975. 56 pp. Reports survey results of 41 career education projects supported by vocational education funds. Student effects of self-awareness, career exploration, occupational preparation, job placement, and general attitudes toward career education are examined. (ED 122 005, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

Evaluation and Educational Decision Making: A Functional Guide to Evaluating Career Education. Development Associates Inc; September 1975. 133 pp. Develops concept that evaluation should be viewed as management tool for the improvement of program performance; reviews instruments that measure career education student outcomes. (ED 117 185, EDRS price: MF-$0.83 HC-$7.35 plus postage.)

An Evaluation Design for School-Based Career Education Programs: Final Report. David H. Castner, University of Wisconsin-Stout, Menomonie Center for Vocational, Technical and Adult Education; June 1973. 122 pp. Reports development of evaluation design capable of aiding local agencies in measuring effectiveness of school-based K-12 career education programs; includes procedures for performing the four levels of evaluation. (ED 126 239, EDRS price: MF-$0.83 HC-$6.01 plus postage.)

How to Evaluate Career Education: Or, Frustrations of a Third-Party Evaluator, Excerpts from a Final Evaluation Report. Carlyle W. Gilbertson. Oct 23, 1975. 41 pp. Paper presented at Annual Meeting of the North Central Association for Counselor Education and Supervision: excerpts from final evaluation report of project entitled Articulation of Occupational Orientation, Education, and Placement in Private and Public Elementary, Secondary, and Postsecondary Schools. (ED 128 749, EDRS price: MF-$0.83 HC not available from EDRS.)

Issues of Sex Bias and Sex Fairness in Career Interest Measurement. Esther E. Diamond, ed. Aries Corp, 1975. 239 pp. Includes series of papers on sex bias and fairness in career interest inventories and provides guidelines for evaluating inventories for sex fairness. (ED 113 609, EDRS price: MF-$0.83 HC-$12.71 plus postage.)

Measurement, Diagnostic and Prescriptive Components of a Career Education Learning System. Texas Education Agency, May 1975. 69 pp. Describes initial steps in the development of instruments to measure career education learner outcomes. More recent information, including technical reports and 17 learner outcome instruments is available directly from: Division of Assessment and Evaluation, Texas Education Agency, 201 E Eleventh St, Austin, TX 78701. (ED 117 344, EDRS price: MF-$0.83 HC-$3.50 plus postage.)

Needs Assessment and Career Education: An Approach for States. N. L. McCaslin and Janice Lave. Center for Vocational Education, Ohio State University, 1976. 85 pp. Presents information to help directors and coordinators to become more knowledgeable about needs assessment in career education, particularly in reference to states' application for federal assistance. Contains sections on needs assessment, who should be included, what variables should be assessed, how to conduct an assessment, examples of assessments, areas for future development, and a bibliography of needs assessment materials. (ED 133 539, EDRS price: MF-$0.83 HC-$.67 plus postage.)

Perspectives on the Problem of Evaluation in Career Education: Monographs on Career Education. Kenneth B. Hoyt. DHEW Office of Career

Education, 1976. 44 pp. Summarizes the results of two miniconference discussions addressing problems involved in career education evaluation, examples of evaluation approaches currently used by 12 professionals with direct responsibility for evaluation, and learner outcomes appropriate for use in evaluating career education. Names and addresses of participants are appended. (ED 127 471, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

User's Guide: Texas Career Education Measurement Series. Texas Education Agency, 1975. 33 pp. Interpretive information about Texas Career Education Measurement Series, including description of CEMS, detailed information on interpretation, how to use CEMS, and a historical summary of methodologies used in constructing the measurement system. A list of categories, subcategories, outcome-based objectives, test booklets, and items constituting CEMS are appended. (ED 130 061, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

CAREER EDUCATION MEASURES

An increasing number of instruments are available for measuring and evaluating career education; namely, programs and learner outcomes. (Some of these are described in this section.) Catalogs may be obtained from listed publishers.

There is also a new publication available in a user trial draft that covers most commercial and noncommercial measures available at this time:

> Career Education Measures: A Compendium of Evaluation Instruments. N. L. McCaslin, Charles J. Gross, and Jerry P. Walker. Columbus, Ohio: Center for Vocational Education, Ohio State University, 1977. 351 pp.

Assessment of Career Development (8-11). Developed and nationally normed by American College Testing Program; distributed by Houghton-Mifflin.

The ACD serves two objectives: (1) it elicits information to aid counselors in designing effective career guidance programs tailored to student needs, and (2) it summarizes the career development status of student groups to facilitate assessing the outcomes of implemented programs. This instrument is designed to tell counselors and administrators (a) how much students know about career planning, (b) what they have done about career exploration, (c) what kinds of help they are looking for, (d) what effect the schools' career development programs have had on them. Reports of results are provided by means of a Student List Report and a Group Summary Report. In addition, Group Summary Reports can also be provided for subgroups.

California Occupational Preference System (COPS) (1975). EDITS, P.O. Box 7234, San Diego, CA 92107.

Inventories provide job-activity interest scores based on occupational clusters. Each cluster is keyed to curriculum choice and major sources of detailed job information including *Career Information Briefs*, *COPSystem Kit*, *Dictionary of Occupational Titles*, *VIEW*, and *Occupational Outlook Handbook*. The program features on-site scoring and the use of one instrument for vocationally and college oriented students. Students' occupational interests can be measured by the *California Occupational Preference System Inventory* (COPSystem I) or the *Intermediate Inventory* (COPSystem II). Items provide broad overview of work world; one-hour ability battery, the *Career Ability Placement Survey* (CAPS), is also available, and keyed to the COPSystem Occupational Clusters. (specimen set: $3.25)

Career Awareness Inventory: CAI. Laverna M. Fadale. Scholastic Testing Service Inc, 1974.

Designed to help students assess how much they know about careers and their own choices; it tests seven areas of career knowledge (levels 3-6). A junior senior high school version will be available for 1977-78. (specimen set: $1.00)

Career Development Inventory

Authors:	Donald E. Super Martin J. Bohn, Jr. David J. Forrest	Jean Pierre Jordaan Richard H. Lindeman Albert S. Thompson
Source:	Donald E. Super, Teachers' College, Columbia University, New York, NY 10027	
Level:	Grades 8-12	
Time:	30 minutes for average student; all students should complete inventory in one class period	
Format:	Written	
Scoring	Locally or commercially (by advance arrangement to assure use of appropriate answer sheets) by National Training and Evaluation Center, 135 Sixty-fifth St, New York, NY 10021	
Costs:	$2.50 for specimen set (includes permission for local reproduction prior to publication)	
Remarks:	Scale A: Planning Orientation Scale B: Resources for Exploration Scale C: Information and Decision Making	

Career Development Program

Authors:	Esther E. Diamond and Frederic Kuder, assisted by Anne Murray and Joan Costello
Publisher:	Science Research Associates

Levels: Grade 8 to adult

Time: Untimed (but approx. 50 min)

Scoring: SRA

Purpose: A career guidance program that stresses the concept of career development as a continuous process. Emphasis throughout on values, needs, decision making, abilities and interests, and emerging life-styles. Materials go far beyond provision of direct career information.

Flexible program with two major components: Career Planning Notebook and Career Development Inventory. Each may be used alone or together for a complete program. Program guide covers both components and suggests uses in variety of settings.

Developed by Esther E. Diamond and Frederic Kuder, assisted by Anne Murray and Joan Costello.

* Career Planning Notebook (level 6 vocabulary). Step-by-step approach for students through self-assessment, an overview of the world of work, career investigation, broad planning, an decision making. (Field tested with full range of students.) Can be used as minicourse or within framework of regular subject-matter classes; includes notesheets (worksheets) extending each chapter of text (notesheets available in spirit masters, making notebook reusable).
* The Career Development Inventory consists of the Personal Data Form, a brief survey of school and nonschool experiences, attitudes, plans and achievements, and the Kuder Career Interest Survey. There is no time limit, and it is easy to administer.
* The Career Development Profile, computerized report of responses to the Career Development Inventory, indicates possible career paths for students to explore in each of six interest areas, at each of three levels of entry based on education. Reported scores involve use of an equation that equalizes the influence of general sex differences in response and minimizes sex bias in individual scores.
* The Program Guide provides suggestions for use of the program in a variety of settings. It contains descriptions of 58 activities--including panel discussions, interviews, role playing, plus a number of individual and group creative efforts.

For further information write to Science Research Associates Inc.

Career Maturity Inventory (7-12). John O. Crites.

CMI is a guide for assessing attitudes and competencies important to realistic career decisions for students in grades 6-12; it will also provide a useful tool for elementary students below grade 6 and for adults, and can be employed by business and industry as well.

The CMI was designed to provide a relevant and convenient inventory of career choice attitudes and competencies and can be used for the purposes of counseling, evaluation, instruction, research, and as a means of identifying areas in career education where needs are not currently being met.

The instrument consists of two types of measures--the Attitude Scale and the Competence Test. The Attitude Scale presents attitudinal statements, as actually verbalized by young people, in five clusters expressing either involvement in the career choice process; orientation toward work; independence in decision making; preference for career choice factors; or conceptions of the career choice process.

The complete CMI can be administered, to groups as well as to individuals, in approximately 2 1/2 hours; 25 minutes are usually sufficient for the Attitude Scale or any subtest of the Competence Test.

For further information write to Career Maturity Inventory; CTB/McGraw-Hill; Del Monte Research Pk; Monterey, CA 93940.

Career Planning Program 8-11. Developed and nationally normed by American College Testing Program; distributed by Houghton-Mifflin.

The Career Planning Program measures a student's abilities, interests, and career-related experiences and reports results in a single profile enabling students and counselors to relate scores easily to the world of work.

It includes experience and interest inventories. Ability measures determine students' aptitudes in six kinds of skill: mechanical reasoning, numerical, space relations, reading, language usage, and clerical.

The student report is a single document that merges all three measures--ability, interest, and experience--with a copy for the student and counselor.

Career Skills Assessment Program. Now being developed by the College Entrance Examination Board (CSAP); 888 Seventh Ave; New York, NY 10019.

CSAP is a new combination guidance-assessment program. CSAP is designed to assess students' individual strengths and weaknesses in career skills; that is, the kinds of skills they need to plan for their careers. Its purpose is twofold: to provide assistance and guidance to students in their decision making and planning, and to provide measures to help teachers, counselors, and administrators at the state and local levels evaluate the extent to which students have mastered career development concepts.

The program is being devleloped for use with students in grades 10-12, and the six instruments to be made available will measure the following skills: (1) personal appraisal, (2) career awareness, (3) career decision-making, (4) employment-seeking, (5) career satisfaction, and (6) applied economics.

Each of the six instruments will take no more than 30-45 minutes of testing time and can be used either by itself or in combination with others.

Cognitive Questionnaire for Career Education

Authors: Billie T. Rader, Scott G. Anderson, Karin Nelson, John D. Skinkle

Publisher:
Minnesota Research Coordinating Unit for Vocational Education
University of Minnesota
Minneapolis, MN 55455

Level: Grades 1-3; 3-6; and 7-9

Time: 30-45 min

Format:
1-3: items read to student by teacher
4-6: student reads and responds to items
7-9: student reads and responds to items

Scoring: Hand or optical

Cost:

K-3: 1 booklet tests 10 students--	$3.00
4-6: 1 booklet--	.50
7-9: 1 booklet	.50
Manual--	1.00
Specimen sets--	4.00

Coopersmith Self-Esteem Inventory

Author: Stanley Coopersmith

Publisher:
Self-Esteem Institute
1736 Stockton St
San Francisco, CA 94133

Levels: age 9 to adult

Time (suggested):
Form A: 12 min
Forms B and C: 6 min

Format: Three forms: A, B, and C. Form C (25 items) was designed for adult groups. Form B is a short-form revision of Form A (25 vs 58 items). Subjects read items and check response as either "like me" or "unlike me."

Scoring: Hand

Cost:

SEI Form A:	$30 per 100
SEI Forms B and C:	$28 per 100
Scoring Keys:	$1.00 each

Differential Aptitude Tests. The DAT/Career Planning Questionnaire, combined with the MRC Answer Sheet, permits students to record their educational and vocational plans and preferences. A special computer program considers this information along with the student's scores on the eight tests and produces, in addition to the usual DAT Profile, a DAT/Career Planning Report, developed by Dr. Donald E. Super and his colleagues. The report either confirms the appropriateness of the student's occupational choices in the light of their abilities and expressed interests, or suggests alternative occupational areas to explore if the choices seem inappropriate.

To obtain DAT Career Planning Reports, students must take the DAT on the special MRC Answer Sheet combined with the DAT Career Planning Questionnaire in a four-page folder. All eight tests must be answered, or the Career Planning Report cannot be printed out.

DAT measures: (1) verbal reasoning, (2) numerical ability, (3) VR + NA (verbal plus numerical), (4) abstract reasoning, (5) clerical speed and accuracy, (6) mechanical reasoning, (7) space relations, (8) spelling, and (9) language usage.

For further information write to The Psychological Corporation, 757 Third Ave; New York, NY 10017; (202) 754-3500.

Educational Development Series. Scholastic Testing Service Inc, 1977.

A series of standardized tests that comprise ability and achievement tests as well as reports of school plans, career plans, and interests. Battery coverage varies with age/grade level. (Specimen set, any level and form: $2.00 each.)

Employment Readiness Scale

Author: Anthony M. Alfano

Source: Information may be obtained through author at the following:

Department of Counseling & Student Personnel Services
College of Education, Aderhold Bldg
University of Georgia
Athens, GA 30602

Levels: Adult: for those seeking or having regular employment; high school: grades 11 and 12

Time: Approximately 10-15 min

Format: Self-administered

Scoring: Hand

Cost: A copyright has been granted to the author. He has stated that fellow professionals will be granted the limited right to reproduce the scale. No price has been established thus far.

Remarks: This test (1) measures employment readiness by looking at an individual's work values, and (2) is especially applicable for high school students going to work after graduation.

Exploring Career Interests. The program is a new way to explore careers, using games as learning tools and takes advantage of the energy and involvement that students devote to playing games, while providing occupational information and awareness. Expo 10 games are organized by the ten Kuder E interest areas: scientific, computational, musical, artistic, persuasive, literary, mechanical, outdoor, social service, and clerical. The games deal with career development and exploration in an entertaining and highly motivating manner. Basic occupational information like description of duties, education and training, special talents or abilities required, and places of employment are explored in ten interest areas. There are board games, card games, variations or traditional games, and hands-on activities. Multimedia games incorporating a cassette tape, colorful playing boards, and various manipulatives provide a welcome change to printed materials often used in career development programs. All necessary components and materials are included. All games are field tested with full range of students in a variety of school settings.

For further information write to Science Research Associates Inc.

Hall Occupational Orientation Inventory. Lacy G. Hall and Randolph B. Barrier. Scholastic Testing Service Inc, 1971.

Emphasizes many possibilities for the student's future and encourages the broadening of perceptions of potentials and priorities. The inventory is based on a personality-need theory inspired by Abraham Maslow and adapted by Anne Roe to the area of occupational choice. It is designed to be self-administered and self-scored. (Specimen set, each level: with manual-$5.75; without manual-$2.50.)

How I See Myself Scale

Author: Ira J. Gordon
2900 SW Second Ct
Gainesville, FL 32601

Level: Grades 3-12

Time: No approximate time suggested but probably 20-30 min for 40-item elementary form and 42-item secondary form.

Format: Two forms: elementary and secondary. It is recommended that for younger students (grades 3 and 4) each scale item be read separately and that each child understands the words and rating system. For older children, directions are given and each child reads and responds to each item.

Scoring: Hand or by the Florida Educational Research and Development Council; College of Education; University of Florida; Gainesville, FL 32601. ($ .25 per student)

Cost:

Tests:	$ .05
Manual:	$1.00

Individual Career Exploration: ICE. Anna Miller-Tiedeman (with Anne Roe). Scholastic Testing Service Inc, 1976.

A self-administered, self-scored inventory designed to help students focus on future occupations in relation to their current interests, experiences, abilities, and ambitions. It is based on the Roe-theory of occupations with grouping by type and decision level. (Specimen set: $1.00 each)

Interest Determination, Exploration and Assessment System (IDEAS)

Author: Dr. Charles B. Johansson

Publisher:
NCS/Interpretive Scoring Systems
4401 W Seventy-sixth St
Minneapolis, MN 55435
(612) 830-7600

Level: Grades 7-9

Time: 30-40 min

Format: IDEAS is a self-contained, self-scorable interest inventory providing scores on 14 basic interest scales such as social, service, medical service, numbers, nature/outdoors. The 10 page test booklet, written at sixth grade level, can be completed and self-scored in 30-40 minutes. Interpretive information includes DOT/OOH references, male and female norms, and additional interest development materials.

Cost:

IDEAS Booklets	$24.75/pkg (50) $200.00/pkg (200)
Manual	$2.00 each

New Mexico Career Education Test Series

Authors:	Charles C. Healy Stephen P. Klein
Publisher:	Monitor P.O. Box 2337 Hollywood, CA 90028
Levels:	Grades 9-12
Time:	Tests can be administered separately or as a total battery:

	Min
Career Development Test	20
Career Oriented Activities Checklist	20
Knowledge of Occupations Test	20
Job Application Procedures Test	20
Career Planning Test	20

Format:	Written
Scoring:	Machine or hand
Cost (for each student):	Test booklet: 35--$8.50; 100--$22.50 Answer Sheet: 35--$2.00; 100--$ 4.50 Scoring stencil: $1.00 each

Ohio Vocational Interest Survey. An interest survey designed to assist students with their educational and vocational planning. The Interest Inventory, comprising 280 work activity items, yields a profile of the student's interests along 24 scales representing all occupations listed in the 1965 edition of the Dictionary of Occupational Titles. The Student Information Questionnaire gathers background information about the student's occupational plans, school subject preferences, curriculum plans, post-high school plans, and vocational course interests; also included is a local survey sections which enables users to ask up to eight additional questions of local interest. Available for use with OVIS are the Guide to Career Exploration and the Career Exploration leaflet. The guide contains detailed descriptions of the 24 job clusters represented by the OVIS scales and a special information section for guidance counselors. The leaflet is a four-page worksheet designed for use with the guide to help students identify and record information relevant to their education and vocational decision making.

Norms: Percentile ranks and stanine corresponding to the 24 scale scores, by grade and sex.

For further information write to the Advisory Service; The Psychological Corp; 757 Third Ave; New York, NY 10017.

Orientation to Career Concepts Series

Authors:
Barbara Fulton
Robert Tolsma

Publisher:
Evaluative Research Associates Inc
8444 Florissant Rd
St. Louis, MO 63121

Level: Primarily grades 4-8; however, many through grade 12

Time: 3 hrs for total battery (10 subtests); 10-30 for one subtest (most, 20 min)

Format: Battery of ten 20-item tests; each item, a five-multiple choice alternative. (Because responses to some items include technical terms, students below grade 7 may have reading problems. For these, the administrator may read the test aloud.

Scoring: Hand or machine by Evaluative Research Associates

Cost (pkgs of 35): $6.50 for each of ten subtests; any combination, of two tests $11.00; total series, $35.00

Remarks:

Test 1	Work Awareness
Test 2	Worker Activities
Test 3	Vocational Vocabulary
Test 4	Absurdities
Test 5	Occupational Similarities
Test 6	Occupaitonal Tools
Test 7	Work Stories
Test 8	Working Conditions
Test 9	Occupational Training
Test 10	Worker Earnings

The Piers-Harris Children's Self-Concept Scale

Authors:
Ellen V. Piers
Dale B. Harris

Publisher:
Counselor Recordings and Tests
Box 6184 Acklen Station
Nashville, TN 37212

Levels: Grades 3-12

Time: 15-20 min

Format: 80 first person declarative statements to which student responds on answer sheet by circling "yes" or "no"

Scoring: Hand scored with key

Cost:

Tests:	$ .20 each
Scoring Key:	.50 each
Manual:	1.00 each

Planning Career Goals. McGraw Hill, Monterey, CA 93940

Planning Career Goals is a battery of tests and materials that will assist teachers and counselors in helping students make realistic and long-lasting educational and career plans.

PCG combines an Interest Inventory, Information Measures, Ability Measures, and a Life-and-Career-Plans survey in a single testing system that eliminates the need to gather all this information from several different sources. Interpretation of these measures is based on a single, massive data source--the 400,000-student Project TALENT sample.

For further information write to Marketing Services Department; CTB/McGraw-Hill; Del Monte Research Pk; Monterey, CA 93940.

Self-Observation Scales

Authors: Jack Stenner
William Katzenmeyer

Publisher: National Testing Service
2526 Erwin Rd
Durham, NC 27705

Grade Levels: Grades K-4 and 5-12

Time: 20-25 min

Format: Written

Scoring: Cannot be scored locally

Cost (sets of 30): Test booklets, answer sheets, and standard scoring:

1-5 sets:	$35/set
6-17 sets:	32/set
18-34 sets:	21.60/set
35-200 sets:	17.40/set

Remarks: K-4 (Primary Level)

Subscale 1 - Self Acceptance
Subscale 2 - Social Maturity
Subscale 3 - School Affiliation
Subscale 4 - Self-Security
Subscale 5 - Achievement Motivation

5-12 (Intermediate Level)

Subscale 1 - Self-Acceptance
Subscale 2 - Self-Security
Subscale 3 - Social Maturity
Subscale 4 - Social Confidence
Subscale 5 - School Affiliation
Subscale 6 - Teacher Affiliation
Subscale 7 - Peer Affiliation
Subscale 8 - Achievement Motivation

Strong-Campbell Interest Inventory. After 47 years of published usefulness and an even longer life of research, the first of the widely used occupational interest inventories has been issued as T325, the merged form of the hitherto separate Strong Vocational Interest Blank for Men (T399) and SVIB for Women (T398) and their predecessors.

Unlike the earlier editions, the SCII Form T325 is in a single booklet used for either sex; the men's and women's forms have been merged and every effort has been made to reduce or remove sex bias both in item and content and in occupational labels. Further, the new SCII organizes the reporting of results according to the Holland schema, classifying occupations into six types: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

Distributed but not published by The Psychological Corporation; no quantity discount.

Norms: Standard scores and letter ratings for each occupational group and men or women in general.

For further information write to The Psychological Corp; 757 Third Ave;
New York, NY 10017.

Youth Inventory

Authors:	Hermann H. Remmers Benjamin Shimberg
Publisher:	Scholastic Testing Service Inc
Level:	Grades 7-12
Time:	About 30-35 min
Format:	Written: student reads statement and checks box
Scoring:	Hand or machine
Cost (pkgs of 35):	Booklets

1-15 pkgs:	$7.30/pkg
16-30 pkgs:	6.60/pkg
over 31 pkgs:	5.90/pkg

	Answer sheets:	$7.00/pkg (50)
	General manual:	2.00/copy
Remarks:	Test can be used to measure self-esteem, career awareness, and career attitudes.	

IX. LINKAGES

COMMUNITY INVOLVEMENT: COMMUNITY RESOURCES

PROFESSIONAL AND GOVERNMENT ORGANIZATIONS

BUSINESS, INDUSTRY, LABOR, MILITARY ASSOCIATIONS AND SOURCES

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Alphabetized sampling of state and national resources and materials in the business/labor/military
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COMMUNITY INVOLVEMENT

COMMUNITY RESOURCES

Community involvement is a vital part of career education. The community is the world of work. It is this community on which teachers can draw for resources of all kinds.

As an aid to the use of community resources the following section has been synthetized from Implementing Career Education: Community Involvement, California State Department of Education and Community Resource Guide for the Fayette County Public Schools, Fayette County Public Schools, Lexington, Kentucky. Contributions were also made by Bowling Green City and Jefferson County schools.

The teacher, counselor, administrator at the school level, or person on the district staff, who is planning implementation of the community resource component of career education needs to know what resources are available, how to contact them, and how to use them. Also, persons in the community need an increased awareness of the career education concept as well as the potential educational value of their contribution to the program.

Steps in Using Community Resources

A systematic approach to the use of community resources will help ensure maximum benefit from this component of the career education effort. The step-by-step procedure offered here provides an overview of community resource use; together with the following topic section of ideas that are presented in greater detail, the procedure can be used as a reference for school staff or community participants.

Step 1. Assessment of the present utilization of community resources by school personnel.

Questions like these should be asked:

1. Are other school programs or activities using resources from the local community?
2. What resources (persons, materials, services) are being used?
3. How and where are the resources being used (by student groups or by individual students; in the school or in the community)?
4. How often are the resources being used?
5. How many and what students are involved, and how are they involved (work experience station, classroom presentation, observation, other)?

6. What are the strengths and weaknesses of the resource as it is presently being used?

Work experience coordinators, teachers, community advisory committees, career center personnel, counselors, and administrators can assist in many ways in the initial search for community contacts; for example, they can suggest persons who can be helpful and can point out resource areas that seem to be overused.

A mechanism should be established to coordinate the use of resources with other programs. Such coordination is necessary for continued community-school involvement and helps ensure proper use of scarce resources; promotes clearer understanding of the responsibilities of the school, the student, and the community contact person; and avoids simultaneous requests for the same service. Coordination also makes available information about new community resources and facilitates evaluation and suggestions for improvement (see Coordination and Consolidation and Organizing and Disseminating Community Resource Information.)

Step 2. Prepare a brief description of the activity

The school person should prepare a brief, written outline or description of the planned career education activity to leave with the community representative after the initial contact (see Project Descriptions).

Step 3. Make the contact.

The telephone should be used for initial contact with a prospective community resource; a personal letter should follow (see Follow-up Letter). Most persons will be interested in the project and receptive to requests from school staff; however, project support and cooperation should generally be solicited only from those persons and organizations who will actually be used as resources. To encourage participation is to imply a need, and a resource that has agreed to assist in the project will expect to be used. Misuse of resources should be avoided; popular resources should not be overused, and less well-known but enthusiastic and cooperative ones should not be neglected (see Maintaining Community Resources).

A balanced use of resources can be achieved through diversified contacts--large and small businesses, parents and other family members, individuals from the community and from the school, and various community groups (see Bridging into the Community and Maintaining Community Resources).

Step 4. Visit the resource person.

A personal interview with the community representative enables the school person to provide project information and to observe, even on a limited basis, the contact's work environment and activities. The interview also increases understanding of the need for requested support and its value to the students.

In discussing the project with the community person, the school representative should be as specific as possible about what the community resource is expected to do. The support request should be consistent with the resource limitations and the amount of time resource personnel can devote to helping. Establishing clear communication with a resource helps to ensure effective cooperative efforts over a long period of time.

Step 5. Communicate.

As activities progress and resources are used, the results of cooperative efforts should be communicated to the community. This publicity and recognition strengthen school-community relations and thus help students.

Step 6. Find new resources.

To effectively dicover new resources, it may be necessary to undertake a study of the community: (1) determine a reasonable area of operation to study; school district bounds or county line may define this--A 25-mile radius around the school may be suitable; and (2) then attempt to catalog resources within the area. Business and industry listings by area are available in the current Kentucky Directory of Manufacturers. The local Chamber of Commerce can provide lists of business and people. Check the yellow pages; read the newspaper.

New resource possibilities will become apparent as school personnel work with contact persons. Community representatives usually provide leads to other resource persons. In most cases, each will provide at least one additional contact: some community representatives may offer to speak to their colleagues on behalf of the school person; others may identify promising contacts and allow the school person to use their names as an introduction and reference.

Step 7. Evaluate and follow up.

Follow-up is essential to the effective utilization of resources. A note of thanks is important and will be appreciated, but a personal contact is a more valuable follow-up. It enables the school and community representatives to identify and deal with existing or potential problems before they grow out of proportion.

Evaluation procedures can be applied to assess the educational worth of the cooperative activity, and where necessary, procedures can be corrected and revised in the light of findings.

Organizing and Disseminating Information

Many schools have found an index of community resources to be useful. A uniform method of recording and disseminating information about available community resources needs to be adopted.

Fayette County (Lexington) has developed a Community Resource Guide for the Fayette County Public Schools. It was prepared jointly by the Junior League of Lexington, Rotary Club of Lexington, Greater Lexington Area Chamber of Commerce, and the Fayette County Public Schools.

The Junior League provided a "vast amount of the information and illustrations found in the guide"; the Rotary Club provided "financial support and contribution to data collection for the guide"; the Chamber of Commerce "helped in the identification of organizations to be included in the guide." Thus, three major service organizations became involved in the schools and in career education.

Each organization represented in the guide responded to a questionnaire. Responses were recorded on specially designed pages. These were published for each school in the district.

The following information and sample are adapted from the Community Resource Guide for the Fayette County Public Schools and provides a suggested format for presenting community resource information that can be adapted to fit the needs of other districts.

How to Use the Community Resource Guide

The guide was prepared to present a large amount of information in a small amount of space. To accomplish this, it was necessary to use abbreviations and codes for the information secured from questionnaires. The following is an explanation of various parts of the guide.

Individual Entries.--All of the pages have been divided into several parts; each part contains similar information for all entries. Below is a description of the information included in each part (Fig 1).

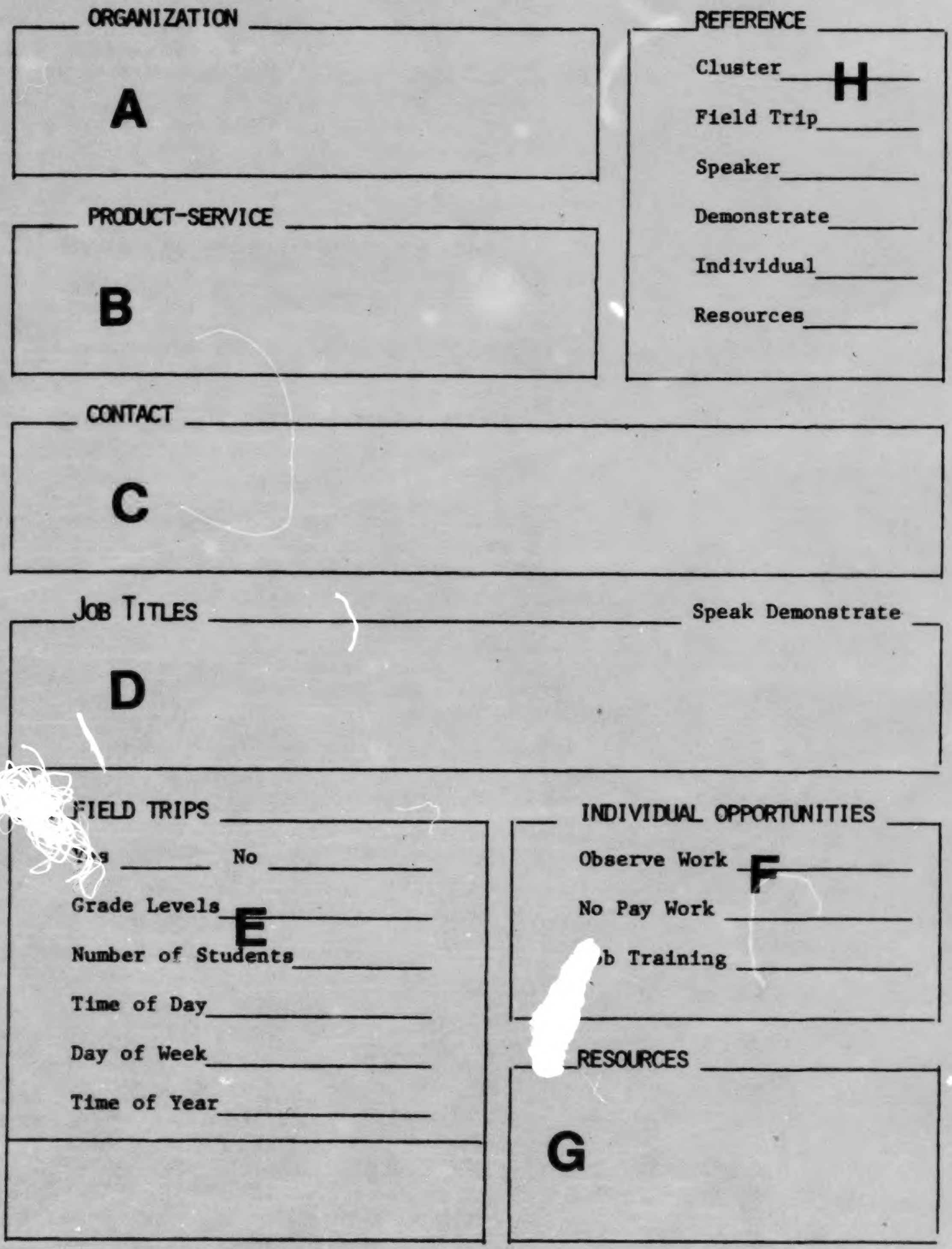
A. Organization: company name and address

B. Product-Service: description of product sold, items manufactured, or services provided

C. Contact: name and telephone number of person responsible for making arrangements with the organization

D. Job Titles: list of personnel job titles (An "X" indicates the person can visit classrooms to speak to the group or perform demonstrations related to their work)

E. Field Trips: spaces for indication of field trip permissibility, grade level acceptance, maximum number of students allowed, and most desirable time of day, week, or year.



ORGANIZATION

A

PRODUCT-SERVICE

B

CONTACT

C

JOB TITLES

Speak Demonstrate

D

FIELD TRIPS

Yes ______ No ______

Grade Levels ______

E

Number of Students ______

Time of Day ______

Day of Week ______

Time of Year ______

REFERENCE

Cluster ______

H

Field Trip ______

Speaker ______

Demonstrate ______

Individual ______

Resources ______

INDIVIDUAL OPPORTUNITIES

Observe Work ______

F

No Pay Work ______

Job Training ______

RESOURCES

G

Figure 1.--Individual entries for Community Resource Guide for the Fayette County Public Schools.

F. **Individual Opportunities**: information about student opportunities for indepth career exploration. "Observe Work" means students permitted to observe work setting on individual basis; "No-Pay Work," students permitted to engage in limited hands-on-activity without pay; Job Training deals with regular student employment--(usually part-time work)

G. **Resources**: additional information not included in other spaces

H. **Reference**: first item refers to Occupational Cluster(s) at organization; other items provide quick reference to other entries (eg, "Reference" should indicate kinds of experiences available at organization)

Indexes.--Three indexes--List or Organizations, Topic Index (end), and Cluster Index--have been provided to help teachers use the guide with different kinds of initial information.

Clusters.--Occupational Clusters are used to group similar jobs with similar characteristics. The most widely used clustering plan was developed by the U.S. Office of Education; 35,000 occupations listed in the Dictionary of Occupational titles are summarized into 15 clusters:

1. Business and Office Occupations
2. Marketing and Distribution Occupations
3. Communications and Media Occupations
4. Construction Occupations
5. Manufacturing Occupations
6. Transportation Occupations
7. Agri-Business and Natural Resources
8. Marine Science
9. Environmental Control
10. Public Services
11. Health
12. Hospitality and Recreation
13. Personal Services
14. Fine Arts and Humanities
15. Consumer and Homemaking Related

Number adjacent to these occupational clusters serve as the code found in Reference in this guide. A more comprehensive analysis can be found in *An Analysis of Fifteen Occupational Clusters Identified by the U.S. Office of Education*. Sketman/Denison, Tex: Grayson County College. ($10.50)

Adapted from the Community Resource Guide for the Fayette County Public Schools; Lexington, Kentucky.

Bridging into the Community

The techniques for establishing links with community resources to obtain support for the career education effort are many and varied; as the following examples indicate:

1. Follow up suggestions from other school personnel who have made effective use of community resources.

2. Discuss with local chamber of commerce officials the possibility of coordinating through their organization the school's use of community resources. If this cannot be done, ask for contact suggestions, individuals, local companies, or community organizations that might be interested in supporting the program. (Request permission to use the names of the officials as references to facilitate your initial contact with their suggested resources.)

3. Contact leaders in local community service organizations (see Community Organizations): locate community participants through the use of business directories, club membership lists, community resource directories, volunteer bureau listings, yellow pages of the telephone directory, and classified sections of newspapers--all sources of information about specific help needed. School advisory boards may also provide valuable leads.

4. If your request for assistance elicits a positive response, try to set up an appointment with the community representative. Such personal contact is very important in community-development work: it gives the contact person an opportunity to know the school person and enables the school person to describe the program more effectively as well as find out more about the resource, eg, the work environment, the people who operate the equipment, and the roles and functions of the office or plant staff. In this way the school person's knowledge of life and work in the community is enhanced and he/she is better equipped to acquaint students with the purpose and value of the visitation, observation, or work experience.

5. If you are unable to set up an appointment with, or engage the interest of, the contact person of a needed community resource by phone, send a personal letter requesting an appointment; include information about the school program or class activity that would be aided by participation of the resource. If the response is negative, ask for names of potentially interested colleagues and request permission to renew contact in the future as other programs are developed.

The Business Sector.--The business sector has demonstrated its willingness to cooperate with schools in promoting career awareness and other benefits of career education. Employers often express concern about the number of job applicants who appear to know little about working, are unable to complete application forms properly, and do not know how to ask for a job or conduct themselves in an interview. Also, most business owners and managers realize that it is to their advantage to reach students and inform them about their company's work, job opportunities, and the qualifications needed for employment.

Many large companies have a liaison person with the assigned responsibility of working with schools; alternatively, the company's personnel department may send a representative to the school or invite students in to talk about specific jobs, skill requirements and other employee qualifications, and opportunities in the industry which the company represents. Many smaller businesses also serve the local school population directly and have a strong interest in maintaining good working relationships with students and staff.

A council representative can provide information and support, help coordinate projects, advise and counsel, and help school personnel understand business operations.

Labor Organizations.--Labor officials and union members are receptive to requests to talk with students about jobs, including requirements, working conditions, and benefits. Some students may request auditing apprenticeship training classes. Students and teachers of these classes can provide valuable educational experiences.

Community Organizations.--Most communities have organizations that are involved in service activities; many of these local groups are listed in the yellow pages under Organizations and Associations (Business and Trade Organizations, Labor Councils and Labor Unions, Church Groups and Organizations, Clubs and Lodges, Veterans' and Military Organizations, Fraternities and Sororities, Social Service Organizations, Youth Organizations, and Government Offices).

Any request for assistance from a local service organization should be presented in specific terms, with enough detail for discussion at the service group's meetings. An organization may not always be able to provide the support requested, but individual members may be willing to help.

Some service organizations in larger communities have speakers' bureaus through which they provide effective educational programs in schools; other services of value to the career education effort may be available on request and should be determined in an early contact.

Family Members.--Students' families constitute one of the best available resources in support of career education. They represent a broad range of job and occupational alternatives, lifestyles, avocations, and leisure-time pursuits; they also have vested interest in the school and its programs (see Parental Involvement).

Each school year students' families should be surveyed to identify areas of knowledge and experience they are willing to share with students. Parent groups from the school can assist in the survey process; some schools request student help in preparing survey questionnaires and recording information for the community resource file.

Coordination and Consolidation--The finding and effective use of community resources requires coordination at both school and district levels. Community resource coordination helps to ensure

1. effective communication, as well as an understanding of responsibilities to programs and to students.

2. effective and balanced use of resources

3. avoidance of simultaneous requests for the same service

4. community resource persons will know which school person(s) to contact regarding questions, comments, and complaints

5. an ongoing information-clearinghouse service to inform district and school personnel when new community resources are identified and resource lists updated

6. school or district programs using community resources will be given publicity and recognition to encourage community involvement and cooperation

Community resource coordinator.--If possible, an individual within the school or district should be assigned full-time responsibility for contacting, developing, and coordinating community resources and planning school-community cooperative career education activities. The coordinator encourages proper use of existing community resources; removes out-of-date resources from the list and finds and publicizes new ones, and maintains close collaboration with work-experience coordinators and other school personnel who have programs that use community resources.

Coordinator qualifications include the following:

1. a basic understanding of career education as comprehensive concept and process, and ability to contribute ideas activity

2. knowledge of roles and functions of school personnel at all levels

3. oral and writing skills for effective communication

4. knowledge of the school organization and teaching-counseling functions

5. knowledge of the organization, operations, and functions of business and industry

Because the community coordinator is a change agent, he/she should also have skill in interpersonal relations, a desire to work with, and the confidence to approach community members and the ability to be persuasive and to persevere in seeking support for career education.

Community resources committee.--If funds are lacking for the services of a full-time community resource coordinator, the school or district can establish a community resource committee. The committee should include community representatives and school and district staff involved in using resources; it should meet regularly to exchange information about new resources and school efforts, to coordinate the use of resources, and to update the resource list.

As the use of community resources increases, along with the number of ongoing youth work-study internship and community-based school programs, so does the need for interschool and interdistrict liaison--especially where school or district boundary lines converge at needed or popular community resource sites. Liaison persons from the schools or districts, usually community resource coordinators, are responsible for cooperative and collaborative decisions about resource use. A lack of coordination directly influences the kind and amount of participation and support these resources will provide to schools.

Organizing for Resource People

Classroom activities can be made more meaningful by inviting resource people to contribute to the learning experience that takes place within the school building. This is the most simple way to involve community resources, because it does not involve transporting students from school. Resource people are usually asked to speak and interact with students, but many will also give simple demonstrations and/or bring their working tools to the classroom. One of the limitations of this approach is that students are not able to observe the resource person's work setting.

There is often a tendency to invite only professional people of organizations to serve as resource people; likewise, organizations often assume that teachers would prefer to have upper level employees (mangers, supervisors, etc.) as guest speakers. It is important that you accurately describe the kind of person you want as a resource person.

Resource persons should be used only when they enhance and complement the instructional program and should be directly related to activities that precede and follow their appearance. Below are some suggestions and procedures that might help you prepare for involving resource people.

A. Clearly define purpose for using a resource person.

B. Identify potential resource people.(Fig 2, A and B).

C. Obtain approval for the resource person from the principal and/or work through career education coordinator.

D. Contact resource people (initially by telephone).

   1. Plan ahead as much as possible.

   2. Give resource person pertinent information:

SPEAKER MASTER CARD

Job Title ______________________________

Occupational Cluster ______________________________

Name of Business ______________________________

Address ______________________________

Telephone number of contact person ______________________________

Can a demonstration be given? ______________________________

Can the individual bring tools? ______________________________

What time of day is best? ______________________________

Does the worker have an interesting hobby? ______________________________

____

Figure 2A.--Available-resource survey form developed by Jefferson County Schools.

In the Bowling Green City School system, Career Education is included in the instructional program. Because people are our greatest resource, we maintain a "Human Resource File." Since you are involved in the World of Work, we feel you are our best source for occupational information.

We hope you will help us make this a realistic and meaningful experience by sharing your occupations, hobbies, or travel with our students. Please fill out the following questionnaire and return to school by your child or to the Career Education Office, Bowling Green High School.

NAME: ____

ADDRESS: ____

TELEPHONE: (home)________________(business)________________

OCCUPATION: ____

Interesting hobbies or collections: ____________________

____

Other occupational experiences (Previous occupations, Military

experience, etc.) ___________________________________

Would it be possible for you to come to one of our schools to talk with a group of students about your occupational experiences? Yes__________ No__________

Please list the states or countries of which you have first-hand knowledge: ____________________________________

____

Figure 2B.--Available-resource survey form developed by Bowling Green City School Systems.

   a. reason needed and topic (see A above).
   b. description of desired contribution (i.e., lecture, demonstration, discussion)
   c. date of appearance
   d. grade level, ages, and number of students
   e. expected length of presentation
   f. special information about the situation
   g. where the person is to appear (name and address of the school)

3. Ask resource person if any special arrangement will be required (eg, AV equipment, display areas)

4. If possible, follow up the telephone conversation with a simple letter reviewing essential information.

5. It would be helpful to remind the person the day before the presentation.

E. Prepare students for the resource person.

1. Give students information about the resource person (eg, name, job)

2. Explain what the person will do and indicate date of appearance.

3. Discuss questions students might ask. (Some teachers may want students to put questions in writing.)

F. Follow up the resource person's presentation.

1. Always write a thank-you note promptly. (Students can do this).

2. Review resource person's presentation.

3. Evaluate the effectiveness of the resource experience.

Maintaining Community Resources

Community contacts are busy people with much work to do and usually without enough time to accomplish all they would like to. The cooperative effort with schools is an added task; therefore, their time and talent must be respected and utilized in worthwhile activities. School personnel and resource person should keep communications open by phone or letter and should deal with small concerns before they become big problems; thereby maintaining community cooperation in providing worthwhile and relevant activities for students.

Obtaining Feedback.--Evaluation and suggestions for career education activities should be solicited from the community contact, along with feedback about content, procedures, and time requirements of the activities. An idea that has merit should, if possible, be used, and the community source should be thanked for the suggestion. Community resource persons and persons providing volunteer services should meet as a group occasionally for a rap session about the program; this not only gives community participants an opportunity to meet and discuss their experiences, but also provides the benefit of additional personal contact with school personnel..

If a resource person prefers to work only with small groups of students, this request should be honored. As much as possible, the school should provide the kind of grouping and procedures that the resource person will find comfortable. The resource person should be fully informed about what to expect.

Interpersonal Relationships.--Successful long-term utilization of community resources depends on the sustained sensitivity and consideration of all participants. Good interpersonal communication in school-community relationships enhances the vitality, strength, and effectiveness of this career education component.

Little new can be said about methods of persuasion; however, a school person seeking community support for the career education effort should keep in mind the need for showing respect and appreciation of resource persons as well as for viewing the school's request for help from the perspective of community participants. Community persons may ask: "What do we gain from this cooperative effort?" A positive approach is important: school personnel should assume that community contacts are interested in helping, then explain the need for the educational value of their contributions. Although tact is always required, the appeal for assistance should be open, honest, direct, and--to be convincing--accompanied by a sincere desire for mutual commitment to the welfare of students.

Personal Interview.--A personal interview (1) enables the school representative and community contact to know each other as persons rather than as voices on the telephone or names in an impersonal letter, and (2) provides the school person an opportunity to visit the contact's environment to assess the possibilities for student learning activities.

To obtain cooperation, the school representative should approach the community person with the attitude of requesting a desirable experience for the students. A climate of openness, flexibility, and friendliness throughout the interview and in subsequent meetings helps to ensure continuing cooperation. If professional attitudes characterize the meetings, mutual respect is developed.

Student Interviewing

One of the purposes for involving student with community resources is to help them find answers to many different questions. Mere observation will be enough to satisfy the curiosity of some students, but many more will want to explore situations beyond what can be casually observed. This will require interaction between students and resource people. A common term for this process of inquiry is interviewing.

Success in finding answers to questions will largely depend on the students' interviewing skills. These can be learned in much the same manner as other communication skills such as reading, writing, and speaking; etc. They can be taught as separate activities or can be interwoven into the regular subject matter. When students have mastered interview skills, they will move from the observer role to the participant role.

Skills to Emphasize.--An adequate interview requires the simultaneous use of many skills. Some of these skills (eg, using good language and being polite) are common to many life situations; other however, are unique to developing an adequate interview technique. It should be noted that perfecting interview skills is a developmental process similar to that of other learning experiences (eg, math and language.) As students mature, accumulate additional information, and practice, they should be able to refine and expand their interviewing skills.

Below is a summary of developmental stages that might help in organizing appropriate experiences for the development of interviewing skills. The list should not be considered exhaustive, and the items should not necessarily be associated with various school levels (ie, elementary, junior high, senior high).

1. Learning to Ask Questions: structuring of statements in the form of questions

2. Examining the Situation: determination of information desired on given topic; attention to detail can be encouraged through questioning by the teacher (eg, suppose a fireman is going to serve as a resource person: The teacher could ask, "What would you like to know about a fireman?" If students seem to be limited about what they want to learn, the teacher can suggest some important information about the subject that might stimulate more thinking and could introduce topics like "People expect to have fire protection at all times. How do you think this is accomplished?"

3. Formulating Questions to Yield Desired Information: possible questions should be written for reference during the interview (this will not be necessary for more experienced interviewers)

4. Increasing Efficiency: skills should be refined to the extent that the maximum amount of pertinent information can be secured in the shortest amount of time

5. Probing for Detail and Clarification: inadequate answers will require additional--possibly unplanned--questions (complex skill that few students will master in elementary school); students must have clear understanding of objectives and be comfortable in an interview setting.

6. Creating an Interview Atmosphere: In many situations the interviewer has no control over the atmosphere, but a skillful interviewer will attempt to "set the stage," both physically and psychologically, for an interview. Often the person who is being interviewed is not skilled at answering interview questions. Relaxed, accepting, understanding atmosphere (aimed at influencing the attitude of those involved in the interview) should be created by room's environment, and by teacher's and students' sincere appreciation of guest's giving of his/her time and effort. This is probably the most difficult and complex interviewing skill.

Preparing for an Interview.--In addition to planning direct student-resource person experiences in which students will gain interview skills, some things can be done to prepare for interviews. The following items are appropriate preparatory activities at all educational levels; but the techniques used and the depth of involvement will be different:

1. Orient students to the resource person and to relevant information.

2. Help students determine what they want to learn from the resource person.

3. Have students plan questions, possibly write them. (Elementary teachers may want to give examples [see below].)

4. Supply the resource person with typical questions students might ask.

5. Follow up the resource person's visit by attempting to determine whether students received adequate answers to their questions.

Sample Questions.--With young elementary school students it may be necessary to suggest questions to be asked. This should be done with caution to prevent the interview from becoming too mechanical. It is also important that students ask questions that are important to themselves. Even when suggesting possible questions, attempt to get students to state them in their own words. Wach of the following questions could be expanded to obtain more detailed information when appropriate.

1. What kinds of things do you do at your job?
2. How did you get your job?
3. Do you have to wear special clothes?
4. What tools do you use?
5. What things do you like about your job?
6. How did you find out about your job?
7. Did you have to have any special training for your job?
8. What things do you dislike about your job?
9. Does your job require hard work?
10. Do you get dirty at your job?
11. Is there a good future for people with jobs like yours?
12. What times of the day do you work?
13. How much money can a person earn on a job like yours? Minimum? Maximum?
14. Is your family satisfied with your job?

15. What academic skills do you need for your job?
16. What social skills are needed for your job?
17. If you were not doing this job, what job would you like to do?
18. What do you do when you are not working at your job?
19. How do you feel about working overtime?
20. How are you keeping informed about changes in your job?
21. Would you like to tell us some things about your job that we did not ask?

Practice Interviewing.--The best way for students to develop skill in interviewing is to become involved with resource people. There are techniques that can be used to reduce the impact of actual adult interviews:

1. Review tape recordings of actual interviews with students. (You can also help students improve their skills by tape recording their interviews and reviewing them as a summary.)

2. Students can be placed in simple one-to-one role-playing situations.

3. Invite friendly members of the community, parents, older students, and school personnel for practice sessions..

Conducting an Interview.--Each situation will be different because of the nature of the students, personality of the resource person, kind of topic under consideration, and the importance of the topic as viewed by the students. Below are some suggestions given for your information:

1. Encourage students to do as much as possible, including introducing and questioning the resource person as well as following up with a thank-you and/or note.

2. Be sure students are prepared, but not mechanical, for the interview. Better responses will be obtained when resource people recognize that students have planned ahead of time and student interest will also be increased.

3. Be sure, prior to the interview, the resource people know what is expected of them. You may want to send them sample questions.

4. The teacher should serve as the unofficial moderator to help students stay on the topic, keep an accounting of time, and keep the interview moving toward the goal. This should be low-key leadership that does not detract from student participation; however, teachers in the lower elementary grades will probably take more active leadership.

5. Expect that the quality of interview sessions will vary. Don't let one or two poor experiences keep you from planning others.

Follow-up of the interview is made relevant to subject areas as students utilize spelling vocabulary lists in report writing, experience stories, illustrations, thank-you letters, or in verbalizing on their experiences. Career and self-awareness and positive attitudes are desired outcomes, not memorization and recall of job requirements, working hours, and so on. If career education is to be thoroughly infused into the curriculum, the interview will become an integral part of the subject areas, not an "extra" activity.

Follow-up Letter.--The personal interview should always be followed by a letter that summarizes the conversation and expresses appreciation for the contact's time and consideration. The letter will remind the contact of his/her commitment; the review of agreements will help prevent misunderstandings.

A follow-up letter should also be sent to contacts who did not wish to participate in the project activity. The letter could (1) invite and encourage future participation, (2) offer to send evaluation data about present activities, or (3) solicit suggestions for other ways in which they could participate in school activities. Contacts hesitant about making a commitment could be referred to participating community persons for further information.

Follow-up or other personal letters to community resource contacts can serve any of these purposes:

1. To thank a contact who has a commitment made to aid the career education effort; and to provide confirmation of date(s) and times of service to be rendered (always!)
2. To thank for taking the time to discuss proposed activity (even though response may have been negative, a thank-you note and specific information about school activity should be mailed to encourage future participation)
3. To send introductory and informative materials describing school's career education effort and to request meeting to provide additional details, answer questions, or respond to specific requests
4. To request evaluative and constructive suggestions for improvement of the school-community activity
5. To provide follow-up and evaluation results of benefits provided to students.

Using the Telephone.--The greatest single obstacle to utilizing community resources seems to be the school person's reluctance to make the initial contact. School persons who overcome this initial hesitancy usually find that the community resource representative is interested and will either grant a request for a personal interview or offer to help with the school program. When phoning, the community resource coordinator or other school person should always begin with a personal introduction, including the name and location of the school, then tell where the contact's name was obtained and make clear the purpose of the call. The school person should make notes before calling or have a written description of the school activity at hand during the conversation.

(Because each participant needs options, an activity that must occur at a specific time is more likely to be refused than one that can be planned to fit the community resource person's schedule. The school representative should arrange a visit with the resource person to discuss the activity in greater detail. If this is not possible, personal letters or follow-up telephone calls can be used to make detailed plans.)

If the telephone conversation produces a positive response, a follow-up letter reviewing and confirming the telephone agreement must be prepared. Enclosed with the letter also should be the project description and any other pertinent information (e.g., regarding school, the students, and other career education activities).

If the response to the telephone inquiry is negative, the school person should thank the contact and try to arrange an appointment for a later date. The call should be followed with a letter that again thanks the contact for taking the time to talk and provides more information about the school activity. This follow-through encourages the community person to think further about participating and may lead to a later, and more productive conversation.

Project Descriptions

To inform persons in the community about the career education effort and encourage their participation, the school staff should prepare a short, concise statement that defines the effort's goals and objectives and describes project activities and their benefits to students, teachers, counselors, and community participants. Simple language that avoids educational jargon should be used; the format of a press release or memorandum can be employed. Besides giving general information about the career education effort, the written statement should specify ways in which the community resource can contribute to each activity; it should include such information as the following:

1. kinds of experiences students need
2. number of participating students
3. amount of time community resource participants should devote to the activity
4. duration of the cooperative effort
5. information about students' background and experience
6. name of person responsible for coordinating the activity
7. type of evaluation that will be used for the activity
8. need for information, ideas, and feedback from community participants after the activity is concluded

Using the School Environment as a Resource

In seeking community resources to augment the school's career education activities, educators should not overlook resources that are close at hand. A wealth of talent, expertise, and valuable experience is available from the school-community experience and from students, teaching and counseling staff, classified or support staff, and the families of students and school employees. So that the greatest benefit may be obtained from contributions of persons in the school community, a list of their occupational experiences, hobbies, vocational interests, and leisure-time activities should be prepared and kept up to date.

In planning to implement the community resource component, the school person should do the following:

1. solicit help and advice from other school personnel currently using community resources in their programs, projects, and activities
2. survey the students for experiences (e.g., travel, summer jobs, outside work, hobbies, and membership in youth organizations) that they might share with their peers
3. survey the students' families to determine how parents and other family members might contribute to career education activities: a questionnaire could provide information about the work, hobbies, and other vocational interests, life-styles, and values of adults in the home
4. survey the staff (teachers, paraprofessionals, administrators, counselors, and support staff) to gather background information that would be helpful in determining how they might contribute to the effort.

Disseminating Community Resource Information

The school or district should establish a procedure for sharing resource information with all interested school staff. Community resource information bulletins should be distributed to the staff on a regular and frequent schedule. School personnel will need to work together to find additional methods of disseminating information and providing resource coordination on a systemwide basis (see Coordination and Consolidation).

Preservice and inservice programs have been used to acquaint personnel with the career education concept and with strategies and approaches for infusing career education into existing instructional and learning activities. One method for transmitting information about career education has been workshops and seminars for school persons. Participation may be ensured by provision of release time or professional growth credit. Specific, practical techniques and methods for integrating career education into ongoing courses or classes can be communicated by consultants, coordinators, or speakers from other career education sites.

Parental Involvement (How Parents Can Help)

Parental involvement is extremely important for successful implementation of career education. Parents must be helped to realize that the school needs their support to meet the educational needs of their children and that finding ways and means to meet these needs is an important to parents as it is to school personnel. Parental and school goals should complement and reinforce each other.

Promoting good relations with parents and improving communications between the school and the home is a responsibility of the school. The results of informed interaction among students, parents, and school personnel are improved attitudes and increased understanding.

The Need for Parental Involvement.--Students' needs are better served when parents and school personnel are cooperatively involved in planning and implementing career education activities, while parents gain understanding of the educational process and learn more about the school. When given an opportunity to contribute ideas, parents will use this knowledge to support efforts; also, school personnel learn more about the home, and are therefore better able to gear career education to student needs.

Guidelines for Involving Parents.--The following guidelines are offered to help school personnel encourage and maintain parental involvement in career education activities:

1. help parents develop positive attitudes toward the school and take a more active interest in their children's education. (Concerned community groups and individuals can assist in this.)
2. develop and maintain positive relationships between parents and teachers.
3. encourage parent participation in solving school problems.
4. make use of home visits; if properly planned, they are an invaluable means for establishing good parent-school relationships.
5. plan activities that will promote parent interest in career education (eg, small-group meetings to inform parents about the career education program and to solicit their ideas for program improvement).

Parental Support at Home.--Many parents are not able to visit the school during school hours. Therefore, parental involvement should not be limited to participation at, or visits to the school; but should include helping their children at home. Whatever their mode or degree of participation, all parents should

1. show an interest in their children's progess in school
2. take time at home to communicate their own experiences and values to their children and encourage them to talk about school experiences

3. insist that their children attend school every day
4. encourage their children to spend more time studying at home

Suggested Activities.--The following are some suggested activities for promoting parental involvement as a resource for career education planning and implementation:

1. request parents to assist in the classroom
2. provide services that will encourage parents to visit class and share their children's learning experiences
3. meet with groups of parents in their homes
4. assign a community coordinator or social worker to provide services that will meet special needs of pupils and their parents and to follow up those services
5. schedule activities that will involve both pupils and parents and thus increase their mutual experiental backgrounds
6. make use of parents as resource persons for specific activities
7. provide special instructional classes for parents
8. develop a school program which encourages parents in the community to meet on school premises for neighborhood, club, social, or recreational gatherings
9. set up special instructional programs in neighborhood homes, churches, and other meeting places to meet specific needs of parents
10. allow parents to contribute time and effort to improve the school's facilities
11. assist parents and other persons in the community in seeking funds from private, business, foundation, and federal sources to meet the needs of the child, the home, and the community
12. share reports of pupil progress with parents
13. establish a procedure by which teachers and other staff members can hear the concerns of parents

Helping Children Make Career Plans.--Parents who want to help their children in career planning can benefit from the following suggestions (from "Helping Children Make Career Plans: Tips for Parents," an information sheet prepared by the Office of Career Education, U.S. Office of Education, for distribution by the Consumer Information Center of the U.S. General Services Administration):

1. Encourage your child to ask and think about the question, "What will I be when I grow Up?" In the early years, children's hopes are often expressed in fantasy terms, especially during play. You will hear things such as "I'm daddy and I'm Superman, and you're mommy and you're Wonder Woman." Don't criticize such statements. Your child is exploring who he is. . . . It will help you to understand him or her better if you let your child talk in this way. Provide toys that encourage experimentation through play with many different jobs.

2. Don't discourage your child from planning particular careers at an early age. It is better to ask "Why does this appeal to you?" than it is to say something like "You wouldn't like to do that," or "That's a terrific job," or "That's completely unrealistic." Until major action decisions have to be made, it is better to let your child think about any possible job choice.

3. Try to help your child think about alternate choices. The question, "If for some reason you couldn't do this, what other things would you want to do? is a good one to raise. It will help you learn more about your child, and will also help her or him broaden the basis for career decision making. Talking about your own alternate career choices will also help in this--for example, discussing jobs you've had in the past, or changes you might be considering in your present occupation.

4. Try to eliminate sex bias in thinking about your child's future career. Your daughter may very well wish to enter an occupation you now think of as masculine, or your son may wish to enter one that you consider feminine. Don't discourage them from thinking about such occupations; times are changing, and your child will need extra measures of your emotional support. . . . Say things like, "A person's sex really doesn't matter; it's ability that counts."

5. Don't hesitate to respond when your child asks, "What do you think I should be when I grow up?" . . . Point out particular talents that he or she possesses and discuss the jobs that these would be helpful in.

6. Tell your child about the work that you do. Try to do this in a positive way so that your child will gain respect for you by respecting what you do. Neither encourage nor discourage your child from considering your occupation. The important thing is that your child sees that you, through your work, are making contributions to society.

7. Encourage your child to ask people about their jobs. Make use of your friends who are in the occupations your child is considering. Emphasize to your child that she or he should seek information, not firm advice, from such persons. If your child is particularly interested, ask a friend if your child can visit to see what the job actually involves.

8. Take your child on field trips to see people at work in factories, offices, auto repair shops, and so forth; this is very helpful in letting children acquire a realistic view of a variety of jobs.

9. Help your child explore hobbies and other leisuretime activities that are productive and useful. Sometimes such activities can lead to career choices, but whether they do or not is unimportant; what is important is that they can help your child see himself or herself as one who can accomplish anything successfully.

10. Help your child understand how. . . such subjects as reading, arithmetic, and communications are used in almost all occupations. In short, help your child understand that there are more important reasons for going to school than simply going to school.

11. Encourage your child to engage in part-time work outside the home. If such work is done for pay, you can talk to your child about basic elements in the free enterprise system. Whether or not the work is for pay, it can be valuable in two ways: (1) it can help your child explore career interests; and (2) it can help your child discover the sense of accomplishment and self-pride that can come from work.

12. Visit the schools your children attend. If your child has been discussing career plans with a teacher or counselor at school, seek that person out and ask such questions as, "Do you think this career is suitable in view of my child's strengths and weaknesses? What are the best schools for pursuing this field of study? What is the employment outlook for this career?" You will often learn much, and you will certainly help teachers and counselors help your children.

Remember that a college degree is no longer always the best or surest route to occupational success. If your child is in high school, encourage him or her to think about all kinds of postsecondary educational opportunities. . . . Emphasize the wide choice that exists.

PLANNING FIELD TRIPS

Field trips are useful when it is important that students observe the work setting. Because students must be transported between the school and field-trip site, it is usually more difficult to make arrangements for them than for a resource person. However, there are certain outcomes that can be accomplished by field trips that are not possible with classroom resource people.

There are several ways to make organizational plans for field trips; the plan utilized will depend on the nature of the students and on expected outcomes. Examples of different field trip plans follow:

Large Group or Class Field Trips.--permit exposure for several students, but usually permit only superficial examination of the situation (more appropriate for elementary students or when entire group or class participation is important)

Small Group Field Trips.--only a few students participate (effective when small group has an interest different from the larger group); group size renders relative indepth exploration of situation possible.

Individual Field Trips.--career decisions necessitate student opportunities for indepth visits to selected sites (individual field trips should be used with high school students after they have demonstrated that they have sufficiently narrowed their career goals or academic pursuites.)

Like utilization of resource people, field trips should be planned to either contribute to the curriculum or expand learning experiences for students. The following procedures and suggestions are given as an aid in planning field trips:

A. Determine purpose

B. Identify appropriate locations (Fig 4)

C. Obtain approval from principal and check on any special requirements

D. Contact the appropriate person at the field trip site by telephone

   1. For best results, plan in advance.

   2. Communicate essential information to field trip site representative:

      a. Reason needed; what will be accomplished (see A above)
      b. accurate description of what is to be observed (teacher may want to make preliminary visit)
      c. date and time
      d. grade level, age range, and number of students
      e. any special information about the school situation or students
      f. your name and school telephone number

   3. Ask the field trip representative organizational questions concerning the following:
      a. specific location where students should go for the field trip

b. pre-field trip planning information (eg, appropriate clothing, safety precautions and descriptive literature)

4. If possible, send a follow-up note to summarize telephone conversation.

5. Check with contact person the day before field trip to confirm arrangements.

E. Prepare students:

1. Provide name of organization, location, and product or service.

2. Discuss purpose of field trip.

3. Explain what will be observed.

4. Distribute and collect parental permission forms for each student.

F. Arrange for transportation (principal should be consulted)

G. Follow up the field trip:

1. Always send a thank-you note promptly following trip.

2. After returning to school, summarize observations, experience, and resource person-imparted data.

3. Evaluate effectiveness of trip.

Adapted from the following:

Implementing Career Education: Community Involvement. Prepared under the direction of Vocational and Career Education Services Section, Career Education Unit. Sacramento, Calif: California State Department of Education, 1977.

Community Resource Guide for the Fayette County Public Schools, Lexington, Ky.

FIELD TRIP SURVEY MASTER CARD

(front)

Name of Agency____________________ Date of contact________

Address______________________________________
(street) (city)

Telephone____________________

Name of contact person____________________________

Trip suitable for age group____________________________

Number of persons____________________________

Instructional materials available____________________________

____

Time: day/year____________________________

Time required for tour____________________________

Special instructions____________________________

Is first-aid service available?____________________________

(back)

Evaluation by other teachers

Name of Teacher	School	Date	Age	Unit	Guide Service Satisfactory

Remarks______________________________________

Figure 4.—Survey form developed by Jefferson County Schools.

PROFESSIONAL REFERENCES

Community Involvement

Bridging the Gap: A Study of Education-to-Work Linkages. (Final Report of the State-Level Study in Career Education). New York: College Entrance Examination Board, 1975. 180 pp. Produced for National Institute of Education. Describes procedures used to develop framework for studying education-to-work transition, documents existing linkages, and offers proposals for improved or new mechanisms. Three separate documents are encompassed in this exhaustive study: a final report with summary, a supplemental report considers 26 examples of linkages with each having two- to three-page profile. Supplement includes an index. (ERIC: ED 114 473)

Career Development: A Community Approach in the Prince George's County Public School. Prince George's County Board of Education; Sept 30, 1973,. 28 pp. Suggestions and guidelines for recruitment of community-resource personnel to help orient students to the world of work; approaches for contacting civic organizations, surveying school community, and contacting county agencies. (ED 117 328, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Development: The Family-Home-Community Project--Community Guide. Minnesota Environmental Sciences Foundation, Inc, Robbinsdale Independent School District 281, Minnesota; August, 1974. 202 pp. Provides career exploration experiences for ninth grade students; community is used as vehicle for career development. Units include social studies. English-speech, mathematics, science, industrial arts, home economics, art, and counseling. (ED 103 591, EDRS price: MF-$0.76 HC-$10.78 plus postage.)

Career Education Activated by Business Educators in Illinois. Illinois Business Education Association; 1973. 60 pp. Eleven descriptive articles present Illinois business teachers' innovative program ideas and practices. Includes concept of career education in secondary education and its relation to business occupations and career planning, presimulation, and office simulation procedures. (ED 099 573, EDRS price: MF-$0.75 HC-$3.15 plus postage.)

Career Education and the Businessman: A Handbook of Action Suggestions. Chamber of Commerce of the United States, June 1973. 25 pp. Proposed by participants of First National Conference on Career Education, suggestions were formulated for the career education concept. These include (1) exchange programs, (2) field trips, (3) work experience, (4) placement, (5) resource persons, (6) year-round school, (7) job satisfaction and (8) availability, and (9) marketable skills. (ED 106 561, available from Chamber of Commerce of the United States, 1615 H Street NW, Washington, DC 20006, Price: 1-9 copies, $1.50; 10-99 copies, $1.00; 1-0 or more copies, $0.75; not available from EDRS.)

Career Education and Your Child: A Guide for Parents. Dale H. Melton, Florida Education Consortium; September 1976, 40 pp. Guide for parents to use with their children. Topics include career awareness attitudes and appreciations, self-awareness, decision making, economic awareness, educational awareness, employability skills, and beginning competency. (ED 130 057, EDRS price: MF-$0.83 plus postage; HC not available from EDRS.)

Career Education: A Prospectus for Businessmen and the Community. Lewis C. Easterling, Michigan State Chamber of Commerce. 1974, 17 pp. Describes career education--why it is needed, what it is, how to get it, and what its future holds. Intended to motivate business leaders to participate in and support career education programs. Booklet reflects Michigan State Chamber of Commerce viewpoints. (ED 107 913, not available from EDRS.)

Career Education: Its Implications for American Minorities: The Community and School-based Career Education. David M. Lee-Lopez and Robert J. Weishan, Ohio State University, Center for Vocational Education, 1975, 38 pp. Guide to involve community in career education. Includes community participation model designed to be responsive to minority group interests in the formulation and implementation of career education. (ED 121 942, document not available from EDRS.)

Career Education: Suggested School-Industry Programs. Donald Mumford, Warren City Schools; 1975, 30 pp. Presents Ohio's efforts to link their schools' kindergarten through secondary career education (CE) programs with the needs and interests of local General Motors (GM) plants. Focus is on various aspects of GM operations. Concepts used to guide development of school-industry cooperation are (1) education and training as related to one's career choice, (2) economics as related to career choice, (3) employability and work adjustment skills, and (4) the sequence of development and decision-making skills. (ED 117 374, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Guidance Techniques for Classroom Teachers, Community Resources, Individualized Learning Systems for Career/Vocational Education Staff Development. Oregon State Department of Education, 1976, 29 pp. Career guidance techniques focused on competency area of community resources. Stresses valuing, decision making, life-style, community resources, working relationships, occupational information, parental involvement, and testing. Fifteen activities are included; each activity lists goals, materials required, physical setting, procedures, suggestions, grade level, group size, and time required. (ED 133 528, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

Career Guidance Techniques for Classroom Teachers, Parental Involvement, Individualized Learning Systems for Career/Vocational Education Staff Development. Oregon State Department of Education; 1976, 17 pp. Career guidance techniques focused on competency area of parental involvement. Stresses valuing, decision making, lifestyle, community resources, working relationships, occupational information, parental involvement, and testing. Eight activities are listed. For each activity are goals, materials required, physical setting, procedures, suggestions, grade level, group size, and time required. (ED 133 525, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

Community Involvement and the Schools: The Community and School-based Career Education. Robert J. Weishan and Mattais C. Drake. Ohio State University, Center for Vocational Education, 1975, 35 pp. Guide introducing resource and planning program for school practitioners responsible for involving community in career education. Designed for preservice and inservice training; includes models, references, and suggestions for developing programs to secure community support and participation in career education. (Available from Center for Vocational Education, Ohio State University, (S141 $3.00 each; SI4, $10.00 per set of 6.)

The Community is the Teacher: Experience-based Career Education. National Institute of Education (DHEW); 1975, 25 pp. Describes experienced-based career education (EBCE), reports on pilot testing of EBCE in four educational laboratories, and describes forthcoming EBCE dissemination-service plan. (ED 110 744, EDRS price: MF-$0.76 HC-$1.58 plus postage.)

Community Resources: A Partnership in Career Education. Prince George's County (Md) Board of Education; 1975, 102 pp. Reports on development of the directory of local community resource personnel and services they have provided Prince George's County Public Schools, standardized form includes information from area industries and businesses regarding field trips, activities, daylong observations, staff available for school visits, hiring practices, and work experience programs. (ED 118 913, EDRS price: MF-$0.83 HC-$6.01 plus postage.)

Community Resources for Career Education: Monograph on Career Education. Kenneth Hoyt, HEW Office of Career Education, 1976, 34 pp. Reports results of two mini-conferences for business-labor-industry community representatives with extensive experience and involvement in career education; describes the 11 current major national programs involved in career education, and provides examples of how local community resources are used for career education. (ED 130 118, EDRS price: MF-$0.83 HC-$2.06 plus postage.)

The Community Resource Person's Guide for Experience-based Learning. Portland, Ore.: Northwest Regional Educational Laboratory, 1976, 24 pp. This booklet tells community people about experience-based learning and how they can participate. It contains short, straightforward suggestions to help resource persons create effective learning opportunities for students. It motivates their involvement for a successful school-community team effort. Each volunteer should have a copy. (price: $0.75; available from Northwest Regional Educational Laboratory.)

Developing a Program for the Utilization of Community Resources. Marleen Brown, Westside Area Career/Occupational Project; 1974, 57 pp. Step-by-step guide for career education administrators, consultants, and directors in preparing program for utilization of community resources in schools. Nineteen procedural steps for establishing a resource directory are described individually. Supporting material such as forms for gathering information, sample letters, evaluation forms, and other procedures are included for each step. (ED 115 745, EDRS price: MF-$0.76 HC-$3.32 plus postage.)

Experience-based Learning: How to Make the Community your Classroom. Portland, Ore.: Northwest Regional Educational Laboratory, 1976, 260 pp. Professional book developed by and for teachers, administrators, and curriculum planners. Focuses on experience-based learning as a proven approach to individualized career exploration; how it supplements other positive goals of high school education; how to locate and use community resources; and how you, your students, and community partners work together to manage the process. Demonstrates experiential learning techniques and offers practical, tested ideas applicable to English, social studies, mathematics, art, science or any subject area; includes more than 25 student learning projects, illustrations, and extensive bibliography. (Price: $8.95; available from Northwest Regional Educational Laboratory.)

Implementing Career Education: Community Involvement. Prepared under the direction of Vocational and Career Education Service Section, Career Education Unit, California State Department of Education, California State Department of Education, Sacramento: 1977, 24 pp. This excellent handbook provides information and a procedure that will be helpful in utilizing community resources and instructional settings. Includes bibliography of materials related to use of community resources. (Available from California State Department of Education.)

Organizing for Community Involvement: The Community and School-based Career Education. Bruce A. Reinhart and Robert J. Weishan, Ohio State University, Center for Vocational Education, 1975, 45 pp. Planning guide includes model for planning, organizing, and conducting staff development programs to involve the community in school-based career education. It is designed to be of use to local and state agencies and university personnel. (Available from Center for Vocational Education, Ohio State University, S1411, $1.50 each; S4, $10.00 per set of 6.)

Parents and School-based Career Education: The Community and School-based Career Education. Barbara J. Shade, Ohio State University, Center for Vocational Education; 1975, 45 pp. Resource and planning guide for involving the community in career education; includes strategies, goals, and resources for planning and implementing programs designed to involve parents in school-based career education programs. (Available from Center for Vocational Education, Ohio State University, S1411, $1.50 each; S14, $10.00 per set of 6.)

Self-Evaluation Model for School-Business-Community Cooperation in Career Education. Ying C. Chaung. May 1976, 17 pp. Six-page self-evaluation instrument by which teachers involved in career education programs can rate themselves on degree to which they have promoted school-business-community cooperation in career education. Includes list of 12 principles for building better school-business-community cooperation in career education. (ED 126 287, EDRS price: MF-$0.83 HC-$1.67 plus postage.)

The Student and the Involved Community: A Scenario: The Community and School-based Career Education. Charlton R. Price et al. Ohio State University, Center for Vocational Education; 1975, 11 pp. Projects an alternative form of schools in a metropolitan community junior high school in the year 1978; model presents career education as ongoing and natural process of experimentation, allowing students the opportunity to reach career decisions through exploration and trial-and-error. (S14V1, $1.-0 each; S14, $10.00 per set of 6.)

The Student Guide for Career Analysis: Community Involvement/Career Education: An Experience-Based Social Studies Program, vol. 1. James Kyle et al. Minnesota State Department of Education, Division of Vocational and Technical Education; Robbinsdale Independent School District 281. Multiple experience-based activities for use by secondary social studies students as they examine occupational possibilities in their community. (ED 134 490, EDRS price: MF-$0.83 HC-$4.67 plus postage.)

Student Record of Community Exploration. Portland, Oreg: Northwest Regional Education Laboratory, 1976, 24 pp. Exploring community sites becomes educationally productive when students have clear guidelines for their investigation. This folder helps them match their abilities, interests, and needs with those required in the community. (Price: $1.00; available from Northwest Regional Education Laboratory.)

Career Education and the Meanings of Work. Donald E. Super, Washington, D.C.: U.S. Office of Education Monographs on Career Education, U.S. Office of Education, 1976. (Available from U.S. Office of Education.)

School-Community Exchanges and Internships Program. Minnesota Instructional Materials Center. Manual of implementation materials for those wanting to create program for career role exchanges for school staff and community people.

A Model for School-Community Resource Directory. Minnesota Instructional Materials Center. Manual of instruction, suggestions, and forms for setting up working system of community contact for speakers, field trips, shadowing, and intern experiences.

Synthesizing Work and Schooling: The Roles of Community and Society. Education Commission of the States, report no. 91, Denver, Colo: U.S. Government Printing Office, September 1976, 21 pp. Discussion of gap between work and schools as well as the bridging of it. (Price: $1.50; available from Education Commission of the States.)

Yellow Pages of Learning Resources. MIT Press, Cambridge, MA 02142. Useful guide for parents, teachers, and students to learn about their community.

PROFESSIONAL AND GOVERNMENT ORGANIZATIONS

Professional organizations provide several types of resources, namely, publications, consultations, data collections, government, referral, and conferences and meetings.

Adult Education Association of the U.S.A. (AEA/USA)

810 Eighteenth St NW
Washington, DC
(202) 347-9574

Members: 7,200--educational practitioners, and administrators, government personnel, business persons, students and others

Meetings: annual

Publications:
- Adult Leadership (monthly except July and August) $13.00
- Adult Education (quarterly) $11.00
- AEA Deadline (8 issues annually) $7.00

Services:
- consultation in the field
- consultation at headquarters
- referral
- data collection
- government liaison

The purpose of this organization is to further the concept of education as a process continuing through life. There are nineteen special interest sessions. Special project workshops, commissions, and publications are used to further the organization's goals.

American Alliance for Health, P. E., and Recreation

1201 Sixteenth St NW
Washington, DC 20036
(202) 833-5530

American Association of Colleges for Teacher Education

1 Dupont Circle NW
Suite 610
Washington, DC 20036
(202) 293-2450

American Association of Community and Junior Colleges

1 Dupont Circle NW, suite 410
Washington, DC 20036
(202) 293-7050

American Association of State Colleges and Universities

1 Dupont Circle NW, suite 700
Washington, DC 20036
(202) 293-7070

American Council on the Teaching of Foreign Language

62 Fifth Ave
New York, NY 10011
(212) 741-7868

Association for Supervision and Curriculum Development

1701 K St NW, suite 1100
Washington, DC 20006
(202) 467-6480

American Home Economics Association (AHEA)

2010 Massachusetts Ave NW
Washington, DC 20036

Materials available:

Focus on Careers (1977)--book on variety of home economics-related careers ($4.00).

The Wonderful World of Home Economics--set of 10 leaflets describing careers and college preparation ($.50).

New material soon to be published:

Home Economics in Institutions Granting Bachelors or Higher Degrees 1974-75. Laura Jane Harper. 1976. ($4.00)

Kentucky Home Economics Association (KHEA)

107 Arcadia Park
Lexington, KY 40503
(606) 278-3328

KHEA is an organization of professional Kentucky home economists and is affiliated with the American Home Economics Association (AHEA). Individual home economists can serve as resource people representing their various specialties and careers. Local home economics teachers, home economists in business, and extension agents can provide further information and contacts.

Materials available on free loan:

Careers in Home Economics Series (filmstrips and tapes) McGraw-Hill. (Each filmstrip covers different area: child care, clothing and textiles, consumer education, dietetics and food service, food and nutrition and housing and home environment. While the jobs shown are not necessarily restricted to people holding degrees in home economics, the emphasis is on professional home economics and their careers; nevertheless, each strip also explores careers that do not require college degrees. the filmstrips consist largely of actual interviews with people from a variety of backgrounds who have their own individual attitudes toward work and satisfaction. Request for free loan should include date wanted and alternate date. Request at least 2 weeks before time of use; return 1 week after receipt. (Borrower pays return postage.)

American Association of School Administrators (AASA)

1801 N Moore St
Arlington, VA 22209
(703) 528-0700

Members: 19,000 educational practitioners and administrators

Meetings: annual (February)

Publications:
The School Administrator (13 issues annually) members only

Services:
- publications related to career education
- consultation in the field
- consultation at headquarters
- referral
- government liaison

"An organization totally committed to the improvement of educational administration, the improvement of schools of America, and the status of its membership." Holds regional conferences and special workshops, maintains an active publications program and helps to underwrite a solid information and data source for school administrators and school systems.

Kentucky Association of School Administrators

66 Fountain Pl
Frankfort, KY 40601
(502) 875-3411

Affiliate Organizations:
- Kentucky Association of Educational Supervisors
- Kentucky Association of Elementary School Principals
- Kentucky Association of Secondary School Principals
- Kentucky Association of Pupil Personnel Workers
- Kentucky Association of School Business Officials
- Kentucky Association of School Superintendents
- Kentucky Personnel and Guidance Association
- Kentucky Association of Food Service Administrators

American Association of University Women (AAUW)

2401 Virginia Ave NW
Washington, DC 20037

Members: women who have graduated from a college or university

Meetings: local; monthly during the school year

Dues: $13.00 annually

Publications:
- AAUW Journal--national quarterly newspaper
- Journal--national biannual magazine

American Association of University Women (AAUW)

South East Central Regional Director
P.O. Box 21
University of Southern Louisiana
Lafayette, LA 70501

Committee on Women
Mrs. Oteria O'Rear, Chairperson
841 Charles Ave
Lexington, KY
(606) 254-4555

Women as Agents of Change,
Standing Committee
Dr. Mary Roose
485 W Walnut, apt. 1
Danville, KY 40422
(606) 236-9574

AAUW works through its programs to enable members to continue their intellectual growth, to further the advancement of women, and to discharge their special responsibility to society. The AAUW Educational Center, Washington, D.C., houses a library and professional staff.

Two of the three topics to be discussed by AAUW over the next 2 years (fall 1977-spring 1979) are "Women as Agents of Change" and "Redefining the Goals of Education."

The initial focus of the "Women as Agents of Change" topic is on a skills training series (for AAUW members) implemented through workshops that focus on a skills useful to women who wish to be effective agents of change. These skills include effective group dynamics, interpersonal skills, decision making, communications, developing an action plan, power inventory, risk taking, pacing the change effort, and conflict management.

The topic "Redefining the Goals of Education" covers such areas as learning how to be a good citizen; learning about, and trying to understand, changes taking place in the world; development of skills in reading, writing, speaking, and listening; learning to respect and get along with people with whom we work and live; developing skills to enter a specific field of work; learning how to use leisure time; gaining information needed to make job selections; development of pride in work and a feeling of self-worth.

American Educational Research Association (AERA)

1126 Sixteenth St
Washington, DC 20036
(202) 223-9485

Members: 11,000--educational practitioners, and administrators; students

Meetings: annual (April)

Publications:
Educational Researcher (monthly)
American Educational Research Journal (quarterly)
Review of Educational Research (quarterly)

Professional organization of educators and behavioral scientists interested in the development, application, and improvement of educational research. Presents annual awards; sponsors Encyclopedia of Educational Research.

American Federation of Teachers, AFL-CIO (AFT)

11 Dupont Circle NW
Washington, DC 20036
(202) 797-4000

Members: 456,000--educational practitioners

Meetings: annual (August)

Publications:
AFT in Action (weekly) free to locals
American Teacher (monthly) free to members
Changing Education (monthly) supplement in American Teacher

Services:
Women's Rights Committee
consultation in the field
consultation at headquarters

referral
library collection
data collection
government liaison
departments in international education, human rights and collective bargaining
check telephone directory under "Labor" for local division

American Library Association (ALA)

50 E Huron St
Chicago, IL 60611
(312) 944-6780 (office hours: 8:30-4:30 Central Standard Time)

Meetings: annual

Dues: $20.00

Publications:

Catalog of ALA Publications--lists all major publications of the association and has full subscription information on periodicals plus a listing of materials available from divisions and offices of the association. For a free copy write to the Sales Manager; ALA Publishing Services; 50 Huron St; Chicago, IL 60611. ALA has 13 divisions, one of which is the American Association of School Librarians (AASL).

Joint committees with AASL:

American School Counselor Association (ASCA) American Association of School Librarians (AASL)

To work with the appropriately appointed representatives of the American School Counselor Association to explore areas of mutual concern, to act as information liaison between the boards of both associations and to recommend to the board appropriate activities to be jointly undertaken by both associations, eg, publications and program meetings. Such activities would include writing, publishing and disseminating publications and their revisions.

Kentucky Library Association

Tom Sutherland, Executive Director
Paducah Public Library
555 Washington St
Paducah, KY 42001
(502) 443-2664

American Vocational Association (AVA)--American Association of School Librarians (AASL)

Objectives:

1. to meet needs and resolve problems of members of both groups
2. to devise and initiate specific projects in response to these needs and problems
3. to establish regular communication between the boards of both associations

American Personnel and Guidance Association (APGA)

1607 New Hampshire Ave NW
Washington, DC 20009
(202) 483-4633

The APGA is a scientific and educational organization that serves members and the public through programs that advance guidance and counseling in all settings at all educational levels--from kindergarten through higher education--and in community agencies, government, business, and industry. Programs are implemented through APGA's 12 divisions:

1.	ACPA	American College Personnel Association
2.	ACES	Association for Counselor Education and Supervision
3.	NVGA	National Vocational Guidance Association
4.	AHEAD	Association for Humanistic Education and Development
5.	ASCA	American School Counselor Association
6.	ARCA	American Rehabilitation Counseling Association
7.	AMEG	Association for Measurement and Evaluation in Guidance
8.	NECA	National Employment Counselors Association
9.	ANWC	Association for Non-White Concerns in Personnel and Guidance
10.	NCGC	National Catholic Guidance Conference
11.	ASGW	Association for Specialists in Group Work
12.	POCA	Public Offender Counselor Association

Members: 42,000--educational practitioners, counselors, psychologists, others

Meetings: annual (5 days) end of March or early April numerous content sessions and special meetings are devoted to topics and issues related to career counseling, testing, and placement.

Publications:

APGA: The Personnel and Guidance Journal (10 issues annually)
APGA: Guidepost--newsletter (18 issues annually)
NVGA: The Vocational Guidance Quarterly
ASCA: The School Counselor
ASCA: ASCA Newsletter
ASCA: Elementary School Guidance and Counseling

ARCA: Rehabilitation Counseling Bulletin
NECA: Journal of Employment Counseling
ANVW: Journal of Non-White Concerns in Personnel and Guidance
NCGC: Counseling and Values

National Vocational Guidance Association

1607 New Hampshire Ave NW
Washington, DC 20009
(202) 483-4633

Members: 10,000--educational practitioners, and administrators, government personnel, business persons, students, and others

Meetings: annual

Publications:
Vocational Guidance Quarterly $10.00
NVGA Newsletter (quarterly) to members

Services:
consultation at headquarters
referral

A division of the American Personnel and Guidance Association, "NVGA seeks to stimulate vocational guidance and career planning, to gain recognition and status for the profession of counseling and to improve skills, systems, and standards of service in counseling."

College Personnel Association of Kentucky (CPAK)

Wayne Moore, President
Georgetown College
Georgetown, KY 40324
(502) 863-8011

Jo Anne Story, Secretary-Treasurer
Somerset Community College
Somerset, KY 42501
(606) 678-8174

Membership: Kentucky College and University counselors and student services personnel

National Career Guidance Week

National Career Guidance Week is set aside each year during the last full week in October to inform the public of what career guidance services are, how they help youth as well as adults to make sound career choices, where these services may be obtained, and why the development of these services needs public understanding and support. The following are available for promotional activities:

NCG Week Publicity Kits--Contain an activity handbook, proclamation, press releases, editorials, newsletter, articles, radio and television announcements, a dropin ad sheet, and a full-color campaign poster.

For information contact Patricia Kosky, Coordinator of NCG Week; Saxonville Station; Framingham, MN 01701.

American Vocational Association Inc. (AVA)

2020 N Fourteenth St
Arlington, VA 22201
(703) 522-6121

Members: 57,000--educational practitioners, and administrators, government personnel, business persons and others

Meetings: annual (December)

Publications:
American Vocational Journal (9 issues annually with membership)
AVA Membergram (4 issues annually with membership)

Services:
- referral
- government liaison
- data collection
- library collection
- publications

"AVA is dedicated to the principle that vocational, technical and practical arts education must be available to all persons of all ages in every community." Maintains a slide library that may be purchased and issues many monographs, including an annual yearbook.

Kentucky Vocational Association

William Gibson, Executive Secretary
945 Lexington Ave
Danville, KY 40422

American Vocational Education Research Association

Rutgers University
Graduate School of Education
10 Seminary Pl
New Brunswick, NJ 08903
(201) 247-1766

Members: 435--educational practitioners: students

Meetings: annual

Publication:
The Beacon (quarterly)

AVERA is affiliated with the American Vocational Association. Aim is to stimulate reserach and development activities in vocational education and to encourage training programs to prepare persons for responsibilities in vocational education research.

Association of Community College Trustees

955 L'Enfant Plaza SW
Washington, DC

Boy Scouts of America

cub scouts (ages 8-10)
boy scouts (ages 11-17)
Merit badge programs introduce boy scouts to vocational aspects of many areas.

explorers (ages 14-21)

Exploring is a highly career-oriented program that helps young people find their present and future goals as individuals in society, through need-related organizational and program methods. It also provides youth with self-motivated and self-conducted activities that involve them in social, vocational, outdoor, citizenship, personal fitness, and service experiences both flexible and relevant to their immediate interests. Career exploration is emphasized with business and professional groups sponsoring explorer units; for example, the UK Medical Center sponsors an explorer group.

Councils across the state attempt to survey career interests of all high school students. Results are turned over to guidance counselors in the schools. For further information contact the Council nearest you:

Kentucky Councils:
Audubon Council
P.O. Box 280
330 Allen St
Owensboro, KY 42302

Bluegrass Council
975 Liberty Rd
Lexington, KY 40505

Four Rivers Council
532 North 32
Box 1313
Paducah, KY 42001

Lonesome Pine Council
Main St, Box 110
Pikeville, KY 41501

Old Kentucky Home Council
Sandiford Station, Box 21068
Louisville, KY 40221

Council for Exceptional Children

1920 Association Dr
Reston, VA 22091
(703) 620-3660

Council of Chief State School Officers

1201 Sixteenth St NW
Washington, DC 20036
(202) 833-7850

Members: 56

Meetings: annual

Publication:
Exchange (monthly)

The council is an independent organization of state superintendents and commissioners of education consisting solely of the top education officers of the 50 states and 6 extrastate jurisdictions. Among several special projects currently under way is one on career education.

Distributive Education Clubs of America (DECA)

200 Park Ave
Falls Church, VA 22046
(703) 532-7672

Members: 170,000--students

Meetings: annual (spring)

Publications:
The DECA Distributor (quarterly) $1.00
DECA Reporter (monthly)
DECA Guide (annually)

Services:
data collection

DECA is a vocational organization for high school and junior college students who are preparing for careers in marketing, merchandising, and management. A 20-minute film describing DECA is available for loan or and purchase, publications are issued.

4-H

Executive Director
National 4-H Center
7100 Connecticut Ave
Washington, DC 20015

4-H programs have long been devoted to learning-by-doing. The programs have always introduced youth to many career areas as they completed projects.

At the state level in Kentucky, a series of career education publications have been developed. These are available to school teachers as well as to 4-H leaders and personnel. For publications and local information contact your county extension agent; additional information may be obtained from the following:

Dennis Goodman
Extension Program Specialist
212 Experiment Station Bldg
University of Kentucky
Lexington, KY 40506
(606) 258-5961

Publications:

- Helping Your Child Explore Careers (for parents)
- Awareness of the World of Work (4th-6th grades)
- Exploration of the World of Work
- Introduction to the World of Work

Future Business Leaders of America/Phi Beta Lamdba Inc

P.O. Box 17417--Dulles
Washington, DC 20041
(703) 860-0233

Members: 160,000--secondary and postsecondary students

Publications:

- Tomorrows Business Leaders
- Hotline--newsletter

FBLA/PBL works as an integral part of the curriculum to develop career supportive competencies and to promote civic and personal responsibility.

Kentucky State Advisor:

Lee Cantrell
Department of Education
Frankfort, KY 40601
(502) 564-3472

Future Farmers of America

P.O. Box 15160
Alexandria, VA 22309
(703) 360-3600

Members: secondary and postsecondary agribusiness students and practitioners

Meetings: annual

Publication:
National FFA Magazine

Young people in agricultural and occupations classes work together in a program designed to develop skills and leadership.

Kentucky Executive Secretary:

Delmar Dalton
State Department of Education
Vocational Agriculture Division
Frankfort, KY 40601

Future Homemakers of America

National FHA/HERO Headquarters
2010 Massachusetts Ave NW
(202) 833-1925

Members: 445,460--students

Meetings: annual

Publications:
Teen Times (4 issues annually)
FHA-HERO ACTION

National organization of home economics students in secondary schools. There are FHA chapters in consumer homemakkng and HERO chapters for gainful-occupation students. The organization emphasizes personal growth and provides opportunities at all levels for student initiative and leadership experience.

Kentucky advisor:

Agnes Foster
State Department of Education
Home Economics Division
Frankfort, KY 40601

State Publication:
Know Your Future Homemakers (3 issues annually)

Girl Scouts of the U.S.A.

830 Third Ave
New York, NY 10022
(212) 751-6900

Kentucky:

Wilderness Road Girl Scout Council
1000 W Main St
Lexington, KY 40508

Kentuckiana Council
730 W Main St
Louisville, KY 40202

Licking Valley Girl Scout Council
Normac Bldg
104 E Seventh St
Covington, KY 41011

Materials:

Worlds to Explore--new brownie-junior girl scout handbook with section on work and careers. Available in department stores where girl scout supplies are sold.

From Dreams to Reality--multimedia kit with activity cards and guides for 12-18-year-old girl scouts. Available from councils about September 1978 (program funded by HEW grant).

Career awareness is emphasized, along with experimental learning. Careers are grouped into five areas: outdoor, people-related, today-and-tomorrow, arts, and wellbeing.

A career awareness program by the same title is in production for ages 6-11.

Contact the nearest girl scout council or local leaders for further information.

National Art Education Association

1916 Association Dr
Reston, VA 22091
(703) 620-3855

National Association for Career Education (NACE)

765 Commonwealth Ave., room 1502
Boston, MA 02215
(617) 353-3218, 3458

Members: 300--educational practitioners and administrators, government personnel, business persons, and others

Meetings: annual

Publications:
News from NACE (6 issues annually)
Career Education Monographs (quarterly)

NACE was founded in 1975, and stated in the by-laws, its goals are consonant with the need for increased communication and cooperation among all educators as well as the general public. Major purposes of the association are as follow:

1. to provide a forum and mechanism of communication and idea-information sharing among persons interested in advancing, implementing, or supporting career education goals
2. to help the general public become more aware of career education and its implications for work in America
3. to act as a unified voice for career education at public forums and hearings
4. to assist in coordinated planning and joint projects in areas of common concern at state, regional, and national levels

Services:

1. Coordinating:
   NACE maintains a consultant referral service free for members and charters, assists, and subsidizes state chapters to decentralize responsibility and localize programs as much as possible. NACE also the only national forum and common meeting ground for all of the school and nonschool people whose active cooperation the Career Education concept implies, including academic, vocational, counseling, and administrative school staffs, as well as business, labor, industry, military, government, and community representatives.
2. Representing:
   NACE will solicit the opinions of its members regarding emphases, priority areas, funding, legislation, etc, and will support these opinions at national and regional levels, including testimony before the appropriate congressional committees.
3. Publications:
   See three publications below. They are described in the Journal and Newsletter section.

Costs:
NACE dues are $15.00 annually (January-December) and automatically includes membership in the state affiliate chapter in states where chapters exist (Kentucky does not have a chapter).

Annual dues also include (1) a full-year's subscription to NACE's newsletter, its journal--Career Education Quarterly, and copies of special publications or notices, and (2) all other NACE services.

For nonmembers, annual subscription rates are as follows: newsletter, $5.00; quarterly, $10.00 (single issues--including back issues--are $2.50, except for volume 1, no. 1, which costs $2.00).

Send all inquiries, and requests for membership to George S. Lulos, Jr.; Membership Coordinator, NACE; Office of Career Education; Glassboro State College; Glassboro, NJ 08028.

National Association of State Boards of Education

810 Lincoln Tower
1860 Lincoln St
Denver, CO 80295
(303) 861-0911

National Audio-Visual Association

3150 Spring St
Fairfax, VA 22030
(703) 273-7200

National Council for the Social Studies

2030 M Street NW, suite 406
Washington, DC 20036
(202) 269-0760

National Council of Teachers of English

1111 Kenyon Rd
Urbana, IL 61801
(217) 328-3870

National Council of Teachers of Mathematics

1906 Association Dr
Reston, VA 22091
(703) 620-9840

National Science Teachers Association

1742 Connecticut Ave NW
Washington, DC 20009
(202) 265-4150

National Alliance of Businessmen

1730 K St NW
Washington, DC 20006
(405) 254-7146
(see page

National Association of Elementary School Principals

1801 N Moore St
Arlington, VA 22209

Members: 25,000--educational practitioners and administrators, government personnel, and business persons

Staff: 22

Meetings: annual (April)

Publications:
- School Leadership Digest series, $22.80
- Spectator (bimonthly)
- The National Elementary Principal (monthly) $35.00

Services:
- consultation in the field
- consultation at headquarters
- referral
- government liaison

Kentucky Association of Elementary School Principals

Dr. Charles E. Faber, Executive Secretary
College of Education
University of Kentucky
Lexington, KY 40506

"An autonomous, completely free and independent association serving the professional interests and economic needs of elementary, middle school and assistant principals" in 46 affiliated states: operates a speakers' bureau and produces and distributes publications, tapes, films, and in-basket materials.

National Association for Industry-Education Cooperation

235 Hendricks Rlvd
Buffalo, NY 14226
(716) 278-5726

Members: 178--educational practitioners, and administrators, government personnel, and business persons

Meetings: quarterly

Publications:
- Newsletter (quarterly) $4.00
- Industry-Education Councils: A Handbook
- How to Plan a Community Resource(s) Workshop

Purpose: mobilization of resources in education and industry (business, labor, government, agriculture, and the professions) to improve the relevance and quality of educational programs at all levels

National Business Education Association

P.O. Box 17402--Dulles
Washington, DC 20041

Publication:
- Business Education Forum (8 issues annually) $15.00

National Congress of Parents and Teachers

700 N Rush St
Chicago, IL 60611

Publication:
- How to Help Your Child Select a Career (brochure)

Kentucky Branch, National Congress of Parents and Teachers

65 Fountain Pl
Frankfort, KY 40601
(502) 564-4378

National Education Association (NEA)

1201 Sixteenth St NW
Washington, DC 20036

Kentucky Education Association (KEA)

101 W Walnut St
Louisville, KY 40202
(502) 582-2273

Executive Secretary: Robert Summers
Governmental Relations: Lyndle Barnes
Publications: Gerald Jaggers
Special Services: Raymond Tackett
Public Relations and Research: Charles Whaley
Counsel: J. J. Slattery
President: Wayne Harvey
President-elect: Doris Morton

National Association of Secondary School Principals (NASSP)

1904 Association Dr
Reston, VA 22091
(703) 860-1400

Members: 35,000--educational practitioners and administrators

Meetings: annual (winter)

Publications:
- NASSP Bulletin (monthly, September-May)
- NASSP Newsletter/Spotlight (monthly, 10 issues annually)
- Student Advocate: Curriculum Report (bimonthly)
- Legal Memoranda (bimonthly)
- Practitioner (4-5 issues annually)

Services:
- consultation in the field
- consultation at headquarters
- referral
- library collection
- data collection

Kentucky Association of Secondary School Principals (KASSP)

Charles W. Scott, Secretary-Treasurer
Boyle County High School
Danville, KY 40422

Maintains a file of innovative and exemplary programs and supports the National Honor Society, the National Junior Honor Society, Student Exchange Service, National Association of Student Councils, and National Association of Student Activity Advisers.

National Association of State Directors of Vocational Education

2805 Eisenhower St
Eau Claire, WI 54701
(803) 772-2287

Members: 100--educational administrators (chief administrative officer for vocational education in each state and/or association and assistant directors)

Meeting: annual

Affiliated with the American Vocational Association.

National Federation of Business and Professional Women's Clubs Inc

Business and Professional Women's Foundation

2012 Massachusetts Ave NW
Washington, DC 20036

Publication:

CAP (Career Awareness Project)--guideline for clubs and organizations that want to work cooperatively with the schools in providing career awareness programs for senior high school and community college students. A bibliography of selected career materials and reference sources is also included. (grades 10-14; cost: $2.50)

National Manpower Institute

1211 Connecticut Ave NW
Washington, DC

National Manpower Training Association (NMTA)

State Department of Education
P.O. Box 771
Jackson, MS 39205

Members: 968--educational practitioners and administrators, government personnel, and business persons

Meeting: annual

Publications:

Directory of State and Regional Supervisory Staff (annual)
Manpower Notes (annual)

Encourages development of quality manpower training programs for youth and adults, regardless of race, color, creed, or national origin; recommends standards of manpower training programs; sponsors programs. Affiliated with American Vocational Association.

Office Education Association

1120 Morse Rd
Columbus, OH 43229
(614) 888-5776

Members: secondary and postsecondary office-occupations students

Publications:

National Newsletter

OEA is designed to develop leadership abilities, interest in the American business system, and competency in office occupations within the framework of vocational education.

National Organization for Women

5 S Wabash Ave
Chicago, IL

Kentucky School Boards Association

67 Fountain Pl
Frankfort, KY 40601
(502) 875-3431

National School Board Association

State National Bank Plaza
Evanston, IL

National Urban League

55 E Fifty-second St
New York, NY

Urban League

(Interracial Social Welfare Agency)

The Urban League provides services in a number of areas such as the following:

Economic Development & Employment Division:

A. World of Work (WOW)

World of Work is a comprehensive counseling, job development, placement, and follow-up program, which has successfully provided WOW orientation, classroom training, indepth counseling, and unsubsidized employment for minorities, women, and unemployed and/or economically disadvantaged persons in Fayette and six surrounding counties.

B. Women in Non-Traditional Jobs (WNTJ)

WNTJ activities consist of counseling women who may be interested in nontraditional employment about the realities (eg, jobs are often strenuous, low-paying, outdoors, dirty, noisy and possibilities (available jobs, experience required, and training provided) of what is considered men's work.

Career Counseling--Career development counseling to economically disadvantaged high school students includes seniors' sessions devoted to job development. Career-A-Rama exposes students to actual working day in profession of their choice.

Merchandising Education Training--instruction and job placement in use of modern cash registers

Youth Service Bureau--includes individual and family counseling, tutorial services, GED classes, and referral services

Preventive Health Education

For further information contact one of the following:

Urban League of Lexington-Fayette County
615 Georgetown St
Lexington, KY 40508
(606) 23301561

Louisville Urban League
1202 S Third St
Louisville, KY 40203

Vocational Industrial Clubs of America (VICA)

105 N Virginia Ave
Falls Church, VA 22046
(703) 533-2090

Members: 125,000--educational practitioners, students, and business persons

Meeting: annual

Publications:
Professional News
VICA Leader (quarterly)
VICA Magazine (quarterly)

VICA is a federation of state associations and local clubs of young people in trade, industrial, technical, and health occupation programs in high schools, area vocational schools, junior and community colleges. VICA sponsors U.S. Skill Olympics, offers programs, and provides films and slides.

State Director:

Shafter Bailey
State Department of Education
Frankfort, KY 40601

State Publication:
Kentucky VICA Association

W. E. Upjohn Institue for Employment Research

300 S Westnedge Ave
Kalamazoo, MI 49007
(616) 343-5541

Staff: 15

Meeting: annual (for trustees)

Publications:
- Business Conditions in Kalamazoo (quarterly)
- national and local research studies and books

Services:
- library collection
- data collection

The institute is a private nonprofit organization formed to conduct research into the causes and effects of unemployment, to investigate and study the feasibility and methods of insuring against unemployment, and to devise ways and means of preventing and alleviating the distress and hardship caused by unemployment.

BUSINESS, INDUSTRY, LABOR, MILITARY
ASSOCIATIONS AND SOURCES

Many business, industry, labor and military organizations can provide materials and resource people. To obtain a list of organizations:

1. Consult the reference section of your local library. The following is one example of a source for associations.

   Fisk, Margaret, ed. Encyclopedia of Associations, Vol. I National Organizations of the U.S., Vol. II - Encyclopedia of Associations, Geographic and Executive Index, 10th ed. Mich: Gale Research Co, 1976.

   These volumes contain a comprehensive list and detailed information on nonprofit national and international organizations including trade, business, commercial, agriculture, government, scientific, educational, cultural, social welfare, health and medical, public affairs, fraternal, religious, veterans', hobby, and athletic organizations.

2. The Chamber of Commerce. Almost all have a list of local organizations.

3. Check under the following headings in the yellow pages of the Telephone Directory:

   Business and Trade Organizations
   Labor Councils and Labor Unions
   Church groups and Organizations
   Clubs and Lodges
   Fraternities and Sororities
   Social Service Organizations
   Youth Organizations

4. Check list of Free and Inexpensive Printed Materials, Section VI.

5. Consider the partial list of organizations in the next section.

PARTIAL LIST OF ORGANIZATIONS

The American Bankers Association

1120 Connecticut Ave NW
Washington, DC 20036

Publications:

Student's Guide to Banking (and a test to accompany it). 3-holed, 31 pp.

Teacher's Guide to Banking. 3-holed. 12 pp.

1976 Catalogue of AIDS from ABA--a list of materials available, including textbooks, booklets, films, speeches, cassettes, lists of banking schools, etc. Free and at-cost materials. 42 pp.

The Story of American Banking. 76 pp.

Personal Money Management. 63 pp.

The American Institute of Architects

1735 New York Ave NW
Washington, DC 20006
(202) 785-7300

Ashland Oil Company

Roy F. Stein, Manager
Training and Development
Ashland Oil Co
P.O. Box 391
Ashland, KY 41101
(606) 329-3333

(films and brochures available)

Associated Industries of Kentucky

200 W Chestnut
Louisville, KY 40202

Survey of Wages and Related Practices. 5 vols. $25/vol (volumes organized by geographical area)

Bell Telephone, South Central

Materials available:

Come Work with Us in a Telephone Company--career awareness book geared to second and/or third grade interest and reading level (includes teacher's guide); also available in filmstrip and in Spanish.

A Career is Calling--upper level program (film, and teacher's guide containing a series of eight activity masters) that concentrate on several jobs in the Bell System. Printed material delves into self-evaluation and self-knowledge.

Anything You Want to Be--multimedia curriculum package, covering a variety of topics for use at secondary level.

A World for Women in Engineering--comprehensive program including a film, visit by Bell System woman engineer, leader's guide, and student books for junior-senior high and junior college. Program is aimed at young women interested in math and science, but has been designed to include young men.

Career Education. . .--leaflet answering questions on career education. Also, many other programs and materials.

1977-1978 Program Catalog--lists films, illustrated talks, booklets, tours, and teaching aids; includes information on scheduling.

For information on these and other materials contact nearest South Central Bell Telephone office. Schedule well in advance of needs.

Residents of Bell Telephone service area are given priority; people outside a Bell area may contact a Bell office for information:

Guy Wesley
South Central Bell Telephone
521 W Chestnut
Louisville, KY

Kay Benefield, Coordinator
of Educational Programs

Bricklayers, Masons, & Plasterers International Union of America

815 Fifteenth St NW
Washington, DC

Chamber of Commerce of the United States

National office:

Chamber of Commerce of the United States
1615 H Street NW
Washington, DC 20062

Materials:

Career Education and the Businessman
Career Education: What It Is and Why We Need It (18 pp)

State office:

Kentucky Chamber of Commerce
Versailles Rd
P.O. Box 817
Frankfort, KY 40601

The Chamber of Commerce of the United States and its thousands of affiliated local Chambers of Commerce offer a tremendous potential of resources that can be utilized by local school administrators and practitioners of career education.

Many communities have a Chamber of Commerce composed of local businessmen and may be able to supply manpower-needs information, lists of local businesses and industry, and other materials. Smaller communities may not have a phone listing for their chamber; local business people can supply the names of persons to contact.

Some Kentucky communities have a chamber office and staff; larger offices have research people. All may be contacted for information regarding manpower-needs and other information concerning the business world.

Staffed chamber offices are listed below:

1740 Winchester Ave
P.O. Box 830
Ashland, KY 41101

Court Square
P.O. Box 296
Bardstown, KY 40004

550 E Tenth St
P.O. Box 51
Bowling Green, KY 42101

401 S Lynn Ave
Corbin, KY 40701

223 Scott St
Covington, KY 41011

Wilkinson St
P.O. Box 654
Frankfort, KY 40601

203 E Main
P.O. Box 632
Georgetown, KY 40324

300 W Liberty
Louisville, KY 40202

212 W Fourth St
P.O. Box 825
Owensboro, KY 42301

417 Washington
P.O. Box 810
Paducah, KY 42001

318 Main St
Paris, KY 40361

Dairy and Food Nutrition Council of the Southeast; Mid South Division

The council will loan to schools items such as ice cream freezers, an old-fashioned butter churn, crank-type butter churn, model dairy farm (for preschool and kindergarten.) They also have available a number of printed materials on nutrition.

Consultant will visit schools anywhere within Council's area; contact appropriate office for your area.

Resources available (free of charge):

nutrition consultants
literature
programs and educational workshops
loan projects:

- nutrition learning activities
- model dairy farm
- butter churns
- ice cream freezers
- model cows
- dental health demonstrations
- dairy farm and urban panorama kits
- animal feeding demonstrations
- films and filmstrips

Contact:

Louisville, KY 40218 (main office)
334 Newburg Rd
(502) 451-9837

Barren
Breckinridge
Bullitt
Edmonson
Grayson
Hancock
Hardin
Hart
Henry
Jefferson
Larue
Marion
Meade
Metcalfe
Nelson
Ohio
Oldham
Shelby
Spencer
Washington

EVANSVILLE, IN 47711
1300 E Morgan Ave
(812) 423-3605

Daviess
Henderson
Hopkins
McLean
Union
Webster

LEXINGTON, KY 40503
145 Burt Rd #12
(606) 278-2030

Adair
Anderson
Bourbon
Boyle
Breathitt
Casey
Clark
Clay
Clinton
Cumberland
Estill
Fayette
Franklin
Garrard
Green
Jackson
Jessamine
Knox
Laurel
Lee
Lincoln
Madison
McCreary
Mercer
Monroe
Owsley
Powell
Pulaski
Rockcastle
Russell
Scott
Taylor
Wayne
Whitley
Wolfe
Woodford

PADUCAH, KY 42001
Dairymen Inc Bldg
2300 S Irvin Cobb Dr
P.O. Box 3187
(502) 442-5488

Ballard
Butler
Caldwell
Calloway
Carlisle
Christian
Crittenden
Fulton
Graves
Hickman
Livingston
Logan
Lyon
Marshall
McCracken
Muhlenberg
Todd
Trigg

NASHVILLE, TN 37204
2934 Sidco, Dr suite 101
(615) 242-5401

Allen
Simpson
Warren

CINCINNATI, OH 45203
Dairy Council of Cincinnati
801 W Eighth St
(513) 651-3636

Boone
Bracken
Campbell
Carroll
Gallatin
Grant
Harrison
Kenton
Owen
Pendleton
Robertson
Trimble

CHARLESTON, WV 25301
Food, Nutrition, and Dairy Council
408 Peoples Bldg
(304) 346-5908

Bath
Boyd
Carter
Elliott
Fleming
Floyd
Greenup
Johnson
Lawrence
Lewis
Magoffin
Martin
Mason
Menifee
Montgomery
Morgan
Nicholas
Pike
Rowan

Farm Bureau Insurance

120 S Hubbard Lane
Louisville, KY 40207
(502) 897-9481, ext 234

Farm Brueau Insurance Company can arrange for Career Day presentations. Materials on various aspects of the insurance business are available from local agents.

General Electric Company

Appliance Park
Louisville, KY 40225

In cooperation with the University of Louisville and Western Kentucky University, General Electric sponsors a cooperative venture for bridging the gap between education and industry through a 12 week program conducted at General Electric's Appliance Park. (3 credit hours) Fifteen fellowships per college are awarded.

For further information contact Mr. William Lewis--Community Relations--at the above address or one of the following:

Dr. Norm Ehresman
Western Ky. University
College of Education
Room 427
Bowling Green, KY 42101

Dr. Tony Gamboa
Ed. Psy. Counseling Dept.
School of Education
University of Louisville
Louisville, KY 40208

General Electric also publishes posters and brochures on careers; topics available are "Planning Your Career," "So you Want to go to Work," "What's It Like to Be an Engineer," "What's It Like to Be a Technician?" and "What's It Like to Work in the Business World?"

Address inquiries to one of the following:

General Electric Co
Educational Communications
Fairfield, CT 06431

Appalachian Division
900 Anderson St, P.O. Box 3794
Briston, TN 36702
(615) 968-2442

Bell
Harlan
Knott
Leslie
Letcher
Perry

INCOME Inc

INCOME* Inc, (Increasing Career Opportunities for Minorities in Engineering) is a consortium of representaives from local business-industry, education, government, professional-technical societies, students, and community-parent groups to establish local action programs that help minority youth (Blacks, American Indians, Mexican-Americans, Puerto Ricans) to achieve a BS degree in Engineering.

Local action programs (geographical area: Kentucky and Southern Indiana) involve students beginning at the 7th grade level and working with them throughout their middle-senior high school and college years. Students who have the ability to study algebra, geometry, trigonometry, advanced math, calculus, chemistry, physics and communications courses needed for entering a college of engineering are identified in collaboration with school counselors and math and science teachers. Enrichment and motivational programs are conducted to make these subjects interesting and relative to business and industrial use.

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*INCOME is a local chapter of the National Academy of Engineering National Advisory Council for Minorities in Engineering. Direct requests for information and program participation to J. S. Hornbuckle; National Advisory Council for Minorities in Engineering Coordinator, E. I. du Pont Nemours & Co., Inc; P.O. Box 1378; Louisville, KY 40201 (502) 772-3661, ext 2541.

Programs include the following: field trips--tours to learn about various occupations within the field of engineering; practicing engineers to lecture in classroom sessions, assist school programs as speakers, panelists, counselors, tutors; engineering-science clubs; community workshops on engineering; displays-exhibits of engineering materials for libraries and career days; scholarship information; aid for secondary school districts to develop (1) curricular that prepare students for engineering careers and (2) industry-sponsored precollege programs to encourage engineering students (aid is also available for other areas of program development).

While national in scope, the Louisville chapter is the only one currently operating in Kentucky. Mr. Hornbuckle, the present coordinator, will be happy to work with cities and schools in any area of Kentucky regarding the program.

A Good Place to Start, a slide presentation explaining the beginnings and purpose of NACME (National Advisory Council for Minorities in Engineering) is available for showing.

International Business Machines Corporation (IBM)

Office Products Division Plant
740 New Circle Road
Lexington, KY
(606) 232-2000

Brochures about IBM are available in limited quanities. Also, plant tours may be arranged by calling the Guest Services Department (606) 232-3587, and speakers are available to talk to classes about various jobs within the corporation--contact the Education Department (606) 232-3097.

Junior Achievement

National Headquarters:

Junior Achievement Inc
550 Summer St
Stamford, CT 06901
(203) 359-2970

Junior Achievement Inc offers the following programs:

1. Junior Achievement (for high school students):

Junior Achievement (JA) teaches principles of the free enterprise system by helping students to run their own miniature businesses. At the beginning of the school year these students form companies (approximately 20 students for each) and sell stock to capitalize; elect officers; choose a product; and buy raw materials and go into production. Under the guidance of adult business volunteers called advisers, members use their 2-hour weekly company meeting to manufacture their products, hold board meetings, map out marketing plans, and keep their books. At the end of the school year members liquidate the company, publish an annual report, and, if their company was profitable, return the stockholders' original investment plus a dividend.

In their JA companies members discover what they enjoy most about being in business--keeping books, selling, developing new products, personnel work--and this knowledge helps them in their later choice of a career. Those who don't make a career in business still profit from the decision-making and leadership ability as well as the sense of responsibility developed in JA. In addition, practical business experience and the knowledge of applied economics benefit JA members throughout their lives, wherever their careers take them.

In a continuing effort to make economic education available to population groups other than teenagers in the high school Junior Achievement program, JA is currently offering the following programs:

> Applied Management--a flexible structure of practical and theoretical economic educational activities for college students; includes business symposiums for fine arts majors.
>
> Economic Awareness--umbrella term for several programs designed to make business and economic information available to the general public, Economic Awareness includes "Econ, USA," a series of educational mailings to people who have indicated an interest in the regular high school Junior Achievement program but have never been active in it.

2. Project Business (for high school students):

Project Business is a flexible economic education program that fits into a school curriculum, supplementing an existing social studies, economics, or math class. The program runs one semester and operates through a business executive who works with a teacher for one class period each week. Seven business topics are available, each of which takes an average of three class periods to complete: (1) economics, (2) the American economy, (3) money and banking, (4) the market system, (5) financial statements, (6) choosing a career, and (7) consumerism.

Each business topic is comprised of three activities:

Dialogue--a class discussion, led by the business consultant, to impart basic knowledge on which the topic will be constructed,

Action--field trips to various businesses to show students the diversification of American industry, and

Career Exploration--discussion held after field trip in which the business consultant and students identify the types of careers at the business or industry just visited and the type of education needed to qualify for those positions.

3. Job Education (for inner-city students):

Job Education provides part-time jobs for inner-city high school students and others who ordinarily would be unable to find summer employment.

Unlike the regular JA program, Job Education participants do not choose the product they manufacture or sell to the public. Instead their sponsoring firm subcontracts work to them. Activities range from rebuilding pallets to landscaping and community improvement services. Workers earn the minimum wage, elect their own officers, make their company rules, and receive practical business training.

Of the 15 hours a week they meet (5 days a week, 3 hours a day) 10 hours are for production; the other 5 for business lectures and discussion groups on topics ranging from how to handle a job interview to how a business operates. Job Education demonstrates the practical application of education and prepares young people for entrance into the business world.

In addition to Job Education, JA also operates a variety of other summer activities.

For more information on Junior Achievement programs in your area consult your telephone directory or contact the addresses listed at the beginning of this section.

For information on getting JA started in any area, contact a full-time office if one is near you, or the regional office.

Regional Office:

19630 Center Ridge Rd
Rocky River, OH 44116
(216) 333-0772

Full-time staff offices:

P.O. Box 1225
Ashland, KY 41101

2414 Palumbo Dr
Lexington, KY
(606) 269-1512

1014 E Broadway Ave
Louisville, KY 40204

1208 W Tamarack Rd
Owensboro, KY 42301

Part-time staff addresses:

E Washington & Broadway
Glasgow, KY 42141

405 Second St
P.O. Box 584
Henderson, KY 42420

Thomas Industries Inc
1700 Gilbert St
Hopkinsville, KY 42240

1910 Dundeen
Madisonville, KY 42431

Kentucky-American Water Company

Lexington area:

Community Relations Manager
2300 Richmond Rd
Lexington, KY 40502

(slide presentations and leaflets available)

Contact nearest water company for information regarding local resource people.

Kentucky Business Ledger

Newspaper published monthly by Kentucky Business Ledger Inc; 1215 Third St; Louisville, KY 40203.

Mailing address:

P. O. Box 3508
Louisville, KY 40201
(502) 635-5212
Lewis M. Conn, Publisher

Subscription rate: $8 for 1 year

(information and articles specifically about Kentucky business and industries)

Kentucky Utilities

Director of Training
Kentucky Utilities
120 S Limestone
Lexington, KY 40507

Labor Unions

Check yellow pages of the telephone directory for phone numbers of local unions.

Lexington Education-Work Council

701 W Main St
Lexington, KY 40502
(606) 252-1245

The council seeks methods of smoothing the transition between education and work for the youth of Fayette County.

Partially funded by National Manpower Institute and U.S. Department of Labor, the 30-member council represents upper level administrators and policy makers from the Fayette County Public Schools, local institutions of postsecondary education, business, labor, industry, and government. Members of community organizations and youth are also represented on the council.

The Lexington Education-Work Council is one of a number of such councils across the nation, but the only one in Kentucky. Projects include the following:

Manpower Needs Survey

Speakers Bureau

Youth Service Directory

Study of local unemployment

Workshops on career education, business and industrial expectations of employees, and education-job experience programs

Minimum Wage & Child Care Labor Laws Summary

Directory of Education--Work Experience Programs

Analysis of youth services delivery system

Interagency communication

Youth job information, counseling and referral service

For information contact the executive director.

Military Services

The armed services organizations are vitally involved in career education. Each service is listed with contact people and samples of materials available; many items other than those listed are available. Arrange for visits and/or copies of materials through the nearest contact person listed:

Coast Guard:

Coast Guard Recruiting
601 W Broadway
Louisville, KY 40202
Attn: Chief Andy Hurd

(materials)

Help Yourself: A Guide to Enlisted Careers in the Coast Guard
Choose the Sea (film)

Marine Corps:

Capt. Sigurd L. Henson, III
Executive Officer
Marine Corps Recruiting Station
600 Federal Pl, rm 221
Louisville, KY 40204
(502) 584-1187

(materials)

What Every Marine Should Know About the Corps

U.S. Navy

Glenn Stegemann
Education Specialist
Navy Recruiting District
Federal Bldg, rm 1058
600 Federal Pl
Louisville, KY 40202

(materials)

Navy Career Guide Updated Yearly. detailed information about Navy careers

Careers in Oceanography (film)

A Cup O'Joe--opportunities available (film)

Civilian Sailor: Story of the Naval Reserve

Five Ladders to the Bridge--career advancement (film)

Ladies Wear the Blue (film)

The Navy Sings It Like It Is (films)

The Navy Man (film)

(other films available)

U.S. Army:

Doug Bonner
Army Recruiting
600 Federal Pl, rm 222
Louisville, KY 40202
(502) 582-2681

(materials)

The U.S. Army Career and Education Guide: (boxed set) counselors' edition; audio-visual supplement (12 filmstrips; 6 cassettes) student edition (In every high school in Kentucky, but if not available, contact Doug Bonner.)

Military-Civilian Occupational Source Book--reference document for enlisted military occupations, whenever possible, with civilian counterparts as identified in DOT and under the fifteen career clusters.

Films on many topics.

U.S. Air Force:

Head Recruiter, Kentucky
601 W Broadway
Louisville, KY 40201
(502) 582-5170

Kentucky Army National Guard:

Recruiting and Retention Office
Kentucky Army National Guard
Boone National Guard Center
Frankfort, KY 40601
Attn: Philip L. Antle
(502) 564-7800, ext 436

(materials)

The Career Planning Workshop for students

The Kentucky National Guard as an Educational Resource--an explanation of available resources and services.

The National Alliance of Businessmen

Ellen Boyers, Director
Career Guidance Institutes
1730 K Street NW
Washington, DC 20006
(405) 254-7146

Alliance Youth Program:

The National Alliance of Businessmen has been charged by three presidents of the United States to assist economically disadvantaged adults and youth to obtain employment in the private business and industrial sector of the American economy. In operating its youth program, the alliance seeks the support of industry and education to encourage needy youth to remain in school and participate in work programs where they can acquire the knowledge and develop the skills needed to compete for productive, substantial jobs as adults. Components of the youth program provide motivation, guidance, and experience essential for needy youth to make intelligent career decisions and to compete successfully in the job market after graduation from high school or college. Students who might drop out of school because of economic or environmental factors are urged instead to complete their education in order to realize their career potential. Preventive action is offered by developing career opportunities through (1) summer employment, (2) career preparation, (3) motivation, (4) guidance, and (5) college industry cooperation.

Youth Motivation Task Force:

A group of successful businessmen and women with similar backgrounds who relate well to disadvantaged youth visit local schools and classrooms to acquaint the disadvantaged students with the concept of careers in business.

Career Guidance Institute (CGI):

The function of this program is to improve and expand the career guidance provided by public school educators to economically disadvantaged, in-school youth, through trained educators to help students more effectively understand the career goals-setting process. Also, business participants are made aware of current curricula and how they relate to the educational requirements of available work. The demand for Career Guidance Institutes far exceeds the number that can be conducted. For information, consult the National Alliance of Businessmen.

This institute has seven major goals:

1. to describe several reasons that indicate a need for linking the world of education and the world of work
2. to identify several ways to further increase the relevancy of curricula for students
3. to specify several ways education, business, and industry can link to better meet the needs of students
4. to identify issues-concerns regarding existing linkages, and possible alternatives for solving these issues
5. to list several career development goals and infusion activities that can be used in the regular-course curriculum
6. to describe several existing programs which bridge the gap between the world of work and education.
7. to develop observation and interview tools which can be utilized in subject relevancy-community resource experiences

In sponsoring such institutes, the National Alliance of Businessmen focuses on the following:

1. increased support from business, education, labor and community leaders for improving career guidance-education delivery systems at the local level
2. assistance to educators and employers for becoming more aware of the need to match school system educational requirements with employer job requirements
3. correlation of school system preparation requirements and curriculum with student career interests
4. expansion of classroom teacher's role in providing career guidance education to students
5. establishment of regular working relationships between local, top level businessmen, community leaders, and educators through CGI subcommittees of the NAB Business Advisory Board, which will include local educational leaders

Technical Education Research Center

4201 Lake Shore Dr, suite 111
Waco, TX 76710

(Enclose a stamped, self-addressed, long white envelope with request)

National Association of Manufacturers

1776 F Street NW
Washington, DC 20006

National Retail Merchants Association

Book Order Department
100 W Thirty-first st
New York, NY 10001

J.C. Penney Co Inc

Educational Relations
1301 Avenue of the Americas
New York, NY 10019

Career education materials can be purchased from the national J. C. Penney office; they may also be available through local J. C. Penney stores (especially larger ones) on a free-loan basis. Make arrangements with the local manager, who may also be able to arrange a tour of the store or help in other ways.

Materials:

Career Decisions: Finding, Getting, and Keeping a Job

Forum (magazine)

Insights into Consumerism (single copies free of charge)

Sears, Roebuck and Company

Consumer Information Services
Dept 703--Public Relations
Sears, Roebuck & Co
Chicago, IL 60684

Materials:

Our Economic System: Essays and Teacher's Guides

X. FUNDING

Funding for Career Education

- FOUNDATIONS
- FEDERAL AND STATE FUNDS
- HEW AGENCIES

Bibliographies of Funding Sources

- GENERAL SOURCES
- FINANCIAL AID FOR WOMEN

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FUNDING FOR CAREER EDUCATION

Career education funding can be found in many places, but local resources should be checked first, beginning with the school board and its annual budget. Local businessmen may become interested and contribute money as well as personal time and/or employee involvement. Also, the local Chamber of Commerce may help fund some phase of the program.

Additional funding sources include (1) private foundations, (2) state and federal agencies, (3) universities and colleges, and (4) organizations sponsoring continuing education programs; the addresses of some of these are given below, while others may be located through sources listed in the accompanying bibliography and in Federal Agencies for Career Education Services, Section VI of this Guide.

FOUNDATIONS

Carnegie Foundations
437 Madison Ave
New York, NY 10022

The Ford Foundation
320 E Forty-third St
New York, NY 10017

Kellogg Foundation
400 North Ave
Battle Creek, MI 49016

Rockefeller Foundation
111 W Fiftieth St
New York, NY 10020

FEDERAL AND STATE FUNDS

A number of federal and state acts have been passed and may be tapped for career education funds. Contact the people or offices listed for guidelines and application procedures.

Career Education Incentive Act--Kentucky State Career Education Law

Much of the career education funding comes from these acts (see I. A. Career Education Law in this guide. Contact the Career Education Unit for Information and guides for application: Career Education Unit Coordinator;

Kentucky Department of Education; Capital Plaza Tower; Frankfort, KY 40601 [(502) 564-4774].

Vocational Education Act of 1963 as amended in 1976

Subpart 3 of the Vocational Education Act Amendments provides money for exemplary programs, 20% of which must go to guidance activities. Direct all inquiries to the Director, Vocational Guidance Unit; Bureau of Vocational Education; Capital Plaza Tower; Frankfort, KY 40601 [(502) 564-3096].

Section 161 of the Vocational Education Amendments provides for a National Occupational Information Coordinating Committee which is to establish requirements for the Career Information System. The Kentucky Occupational Information Coordinating Committee has also been formed to tie into this program. The system will involve a nationwide computer tie-in by schools and other agencies to current information about jobs and job demand.

As the program is developed, money may be available for pilot tests and programs in schools at all levels. Direct all inquiries to the Kentucky Occupational Information Coordinating Committee; J. E. Deshazer, Chairman; Bureau for Manpower Services; Department for Human Resources; 275 E Main St; Frankfort, KY 40601.

Special Education Federal and State Programs

For information on whether funds are available contact the Kentucky Department of Education; Bureau of Education for Exceptional Children; Division of Supporting Services; Capital Plaza Tower; Frankfort, KY 40601.

Appalachian Regional Development Act of 1965 (as amended)--administered by the Kentucky Appalachian Program, Office of Community and Regional Development

In relation to career education, the Kentucky Appalachian Program has the authority to fund projects that provide a process by which a person learns and prepares to work as part of his or her way of living and also provide instruction or guidance in one of the following areas:

1. self-awareness and exploration
2. career-awareness orientation and exploration
3. decision making and personal planning
4. preparation for seeking employment
5. preservice and inservice training in career education for teachers and educational administration

Projects must also meet state investment policy, which currently is heavily oriented to job-relevant training or training for specific job skills.

The Kentucky Appalachian Program serves only the following counties:

Adair
Bath
Bell
Breathett
Boyd
Carter
Casey
Clark
Clay
Clinton
Cumberland
Elliott
Estill
Fleming
Floyd
Garrard
Green
Greenup
Harlan
Jackson
Johnson
Knott
Knox
Laurel
Lawrence
Lee
Leslie
Letcher
Lewis
Lincoln
McCreary
Madison
Magoffin
Martin
Menefee
Monroe
Montgomery
Morgan
Owsley
Perry
Pike
Powell
Pulaski
Rockcastle
Rowan
Russell
Wayne
Whitley
Wolfe

For further information contact David Galt (or Sallye Stumbo); Kentucky Development Cabinet; Capital Plaza Tower, 2d fl; Frankfort, KY 40601 [(502) 564-7670].

Comprehensive Employment and Training Act (CETA)

CETA is an extensive federal employment and training program administered by the Kentucky Department of Human Resources. For a detailed description of various CETA programs see Section IV of this guide. Additional information may be obtained from the Executive Secretary, Manpower Services Council; Department of Human Resources; 275 E Main St; Frankfort, KY 40601 [(502) 564-5360].

Library Services Act

Funds under the Library Services Act are available to public libraries for buying materials; grants may be available for innovative programs.

School libraries are not eligible for these funds; however, cooperation and coordination with local public libraries may prove helpful. For information contact the Department of Library and Archives; Berry Hill; Frankfort, KY 40601 [(502) 564-7910].

Title I of Elementary and Secondary Education Act

Title I funds are available primarily for reading, math, and language arts programs for educationally deprived children. Currently, funds are allocated primarily to grades K-4. Reading, math, and language arts materials that have a career education theme can become part of a Title I program for educationally deprived children in eligible attendance areas.

Work through the Title I Coordinator in the local education agency.

For further information contact the Division of Compensatory Education; Capital Plaza Tower; Frankfort, KY 40601 [(502) 564-3301].

HEW AGENCIES

The Fund for the Improvement of Postsecondary Education

Fund for the Improvement of Postsecondary Education
Federal Office Bldg 6, room 3123
400 Maryland Ave SW
Washington, DC 20202
(202) 245-8091

The Fund for the Improvement of Postsecondary Education is a federal grant program primarily concerned with the reform, innovation, and improvement of postsecondary education. Its primary strategy is to provide "seed money" for operational or pilot-stage improvement approaches. Grants have averaged $70,000 per year, for a 2-year average: 70% of all grants are awarded to colleges, universities, and other postsecondary institutions; 30% to associations, state agencies, professional organizations, libraries, museums, labor unions, community organizations, and other agencies with significant roles in postsecondary education and related services. The total budget has been in the $11-12 million range for the past 3 years, with roughly half that amount available annually for new starts. In the comprehensive program, applicants are required to file preliminary proposals that are reviewed prior to the submission of final applications.

Projects typically supported by the Fund reflect the recognized need to better relate the liberal arts and career preparation, the increase of older-adult participation, and other developments in postsecondary education. Liberal arts colleges have provided support by increasing the career-relatedness of their offerings, often through the development of joint degree programs with more occupationally oriented institutions, namely, community colleges and public and private training institutions; other approaches have included the strengthening of internship components and increasing the career-work orientation of the faculty. A significant number of additional projects address efforts to competency-based education, occupational and professional training, and new forms of counseling and information provision that seek to integrate career and educational options.

As indicated above, the fund emphasizes short-term, modest support for activities at or near the operational stage and expects significant local contributions to the activity. The fund does not support basic research but can support applied assessment and evaluation efforts that seek to have fairly immediate impact on practice or policy. Typical project designers and directors are administrators, counselors, and faculty members.

The fund issues an annual publication entitled Resources for Change, A Guide to Projects which contains one-page descriptions and listings of contact persons for all active projects.

Office of Career Education

Office of Career Education
U.S. Office of Education
ROB-3, room 3108-A
Washington, DC 20202
(202) 245-2331

The Office of Career Education, within the Office of Education, administers the Career Education Program of federal grants and contracts to support projects that demonstrate the most effective methods and techniques and that develop exemplary models, including those in which handicapped children receive appropriate career education. Funds provided under this project cannot be used for research projects, nor can they be used to sustain the normal operational costs of implementing career education activities; they can be used for demonstration projects only. Eligible applicants include state and local educational agencies; institutions of higher education; other public and private agencies, organizations, associations, and institutions and individuals.

Grants for the career education demonstration projects average about $90-100,000 per year. Grant and contract awards are normally for 1 year, with a funding competition conducted annually. Since initiation of the Career Education Program in fiscal year 1975, the total budget has been about $10 million a year. The largest number of awards each year has gone to local educational agencies (about 50%), with the other 50% being distributed among state educational agencies, institutions of higher education, and other public and private organizations and associations.

The Office of Career Education supports projects designed to (1) effect incremental improvements in existing K-12 career education programs in order to bring them to exemplary status; (2) demonstrate the most effective methods and techniques in career education in such settings as the senior high school, the community college, and adult and community education agencies and institutions of higher education; (3) demonstrate the most effective methods and techniques in career education for such special segments of the population as the handicapped, gifted and talented, and minority and low-income youth and to reduce sex stereotyping in career choices; (4) demonstrate the most effective methods and techniques for the training and retraining of persons for conducting career education programs; and (5) communicate career education philosophy, methods, program activities, and evaluation results to career education practitioners and the general public. A strong evaluation component is required in each project, in order to assess the efficacy of the demonstration activities.

Application deadlines and program information are published in the Federal Register each year. The standing Federal Regulation for the Career Education Program (45 CFR Part 160d) was published on May 13, 1976, in the Federal Register 41 (94): 19,635. In addition, the Career Education Program issues annually a publication entitled Profiles of Career Education Projects, which contains descriptions and contact persons for all projects funded in a particular fiscal year. (See, for example, ERIC Document ED-120-411 and ED-138-786.)

While most of the career education awards are in the form of grants or assistance contracts, a few procurement contracts are awarded each year. "Requests for Proposals" for these special purpose procurement contracts are published individually in the Commerce Business Daily. Persons desiring additional information about the Career Education Program should contact the Office of Career Education in the Office of Education.

It should be pointed out that the fiscal year 1978 is the fourth and final year of the Career Education program as authorized under Section 406 of the Education Amendments of 1974. Section 406 expired on September 30, 1978, so that it is impossible to predict how this particular program as described in the paragraphs above, might if at all be continued in future fiscal years.

It should also be noted that Congress has recently enacted the Career Education Incentive Act. Under the provisions of this act, funds could be made available for (a) an allotment program to state education agencies to enable them to provide statewide leadership in career education and to support local career education implementation efforts; (b) a model demonstration grant program to public and private nonprofit organizations and agencies; (c) a postsecondary education demonstration program; and (d) a program to furnish information to interested parties on federal programs which gather, analyze and disseminate occupational and career information and to disseminate information on exemplary career education programs. It is impossible at the present time to predict what level of funding, if any, might be available to implement this act. Such information, as well as program regulations for the act, should become available during 1978.

The National Institute of Education

The National Institute of Education was established by Congress under the Education Amendments of 1972 as a research and development agency for improving education in America. The authorizing legislation notes the need for "far more dependable knowledge about the process of learning and education" and calls on NIE to provide leadership in the conduct and support of scientific inquiry into the educational process.

NIE seeks to develop and disseminate improved educational practices and products. At present, it is concentrating its efforts on six priority problem areas: (1) basic skills; (2) education equity; (3) finance and productivity; (4) school capacity for problem solving; (5) education and work, and (6) dissemination.

The stress on research and development should be noted; NIE does not fund demonstration projects nor does it contribute to the operating costs of schools or school-related programs.

In the last 5 years, the institute has funded approximately $92 million in contracts and grants for education-work research and development. The annually published Education and Work Program contains abstracts of this research and is available from the National Institute of Education; Publications Office; Washington, DC 20208.

Almost anyone is eligible to receive an institute grant or contract, although of course selection of any proposal is based on rigorously applied scholarly and scientific criteria. Unlike many other federal agencies, the institute does not distribute funds on a "formula" basis or through scheduled yearly competitions. Approximately 80% of NIE's funds in the current fiscal year will be used to provide continuing support for long-term research and development programs. The remaining funds will be used to support new activities.

The institute's intention to support new work is generally announced through either a grants competition or a request for proposals:

Grants Competitions.--Grants competitions generally call for research proposals in areas of specific interest to one of NIE's program groups. The areas covered by a particular competition, as well as that competition's application procedures, eligibility requirements, and deadlines are announced in the Federal Register. Competition announcements are also widely distributed to research institutions, colleges and universities, education associations, and individuals.

Request for Proposals (RFP).--These are formal procurement actions that announce NIE's intent to issue a contract to carry out specific tasks, such as the evaluation of an ongoing project. Brief synopses of all RFP's are published in Commerce Business Daily (this summary also explains how to acquire the complete RFP).

The Institute will also consider unsolicited proposals that meet basic eligibility criteria and yet do not fall within the scope of an announced FRP or competition. Either a grant or contract may be awarded; however, it is unlikely that the Institute will be able to fund more than a small percentage of the unsolicited proposals it receives each fiscal year. Application information for unsolicited proposals can be obtained by writing: NIE Proposals Clearinghouse, National Institute of Education, Washington, DC 20208

The Bureau of Occupational and Adult Education

The Division of Research and Demonstration in the Bureau of Occupational and Adult Education administers the vocational education discretionary programs. These include Program Improvement Projects of National Significance, Training and Development Programs for Vocational Education Personnel, the National Center for Research in Vocational Education, Bilingual Vocational Education Programs, and Contracts with Indian Tribes and Organizations.

Program Improvement Projects of National Significance

Funding is primarily channeled through contracts awarded to public organizations, institutions, and agencies; nonprofit institutions and agencies, and individuals; although in some cases a grant may be awarded when there is reasonable probability that the project will result in improved teaching techniques or curricular materials that will be used in a substantial number of classrooms within 5 years of the grant's termination date.

Contract competitions are announced as "Requests for Proposals" in the Commerce Business Daily; potential bidders usually have 60 days in which to submit their proposals. Project support includes (1) nationally significant applied research and development; (2) exemplary and innovative programs; (3) curriculum revision, development, dissemination, and demonstration; and (4) personnel training. No unsolicited proposals are accepted. No cost sharing is required.

Training and Development Programs for Vocational Education Personnel

The primary funding mode is fellowships to individuals, and grants to approved institutions selected by individuals receiving awards. Announcements of the competitions for fellowships are made in the Federal Register.

National Center for Research in Adult Education

The U.S. Office of Education recently established a National Center for Research in Vocational Education (NCRVE). The center (1) conducts applied research and development activities, (2) provides leadership development activities for state and local leaders in vocational education, (3) disseminates the results of vocational education research and development, (4) maintains a clearinghouse on research and development projects supported by the states and the U.S. Office of Education, (5) generates national planning and policy development information, and (6) provides technical assistance to state, local, and other public agencies in developing methods for the evaluation of vocational education programs.

Other HEW Sources of Funding Information

Women's Program Staff
Office of Education
FOB - 3121, 400 Maryland Ave SW

Bureau of Education for the Handicapped
Office of Education
ROB - 2004
Washington, DC 20202

Research and Demonstration Unit
Office of Research
ROB - 5102
Washington, DC 20202

Education and Work Group
National Institute of Education
1200 Nineteenth St NW
Washington, DC 20036

BIBLIOGRAPHIES OF FUNDING SOURCES

GENERAL SOURCES

Ryan, Charles W. Career Education: A Handbook of Funding Resources. New York: Houghton Mifflin Co, 1976. 67 pp. Describes what career education is and discusses its role in grades K-12. Information on local, state, and federal funding. Techniques for proposal preparation are listed and definite steps to follow are included. Samples and guidelines are given which would be of considerable value to program developers.

U.S. Office of Education. Catalog of Federal Education Assistance Programs: 1976. Washington, D.C.: U.S. Office of Education, 1976. 713 pp. Identifies all federal programs of education assistance, including those administered by agencies other than the Office of Education. (Price: $7.30 [OE] 76-01600, S/N17-080-01575-7)

Federal Agencies for Career Education Services: 1976. U.S. Office of Education, U.S. Government Printing Office. (See Section VI of this Guide)

The Foundation Directory. New York: Columbia University Press. Published by The Foundation Center; 888 Seventh Ave; New York, NY 10019.

White, Virginia P. Grants: How to Find out About Them and What to Do Next. Washington, D.C.: Capitol Publications, 1975. 345 pp. Complete guide to grants, contracts, fellowships and scholarships from all sources--government, foundation, corporate, or private. It was prepared by a practicing administrator of sponsored research and explains how to find and use funding sources of every kind.
Part one describes a wide array of grant information sources from the familiar (eg, Commerce Business Daily) to the arcane (eg, Catalog of Federal Domestic Assistance in magnetic tape format); it also reviews in detail the grant-making process as it is practiced in the major funding sectors. Part two comprises a step-by-step description of the grant application process, paying special attention to negotiation with funding sources. (Price: HC-$19.50 plus $1.50 postage.)

Woodbury, Marda. A Guide to Sources of Educational Information. Washington, D.C.: Capitol Publications Inc, 1976. 371 pp. A comprehensive guide to more than 700 sources of information about education. It describes all kinds of information sources, including printed materials, education libraries, information centers, government agencies, and the new special research services. It also devotes whole chapters to listings of information sources on funding, curriculum, legislation, tests, and other special subjects. (Price: HC-$25 plus $1.50 postage).

Philanthropic Digest. (sources of private and government funding). 6 E Forty-third St; New York, NY 10017. ($15.00 per year.)

FINANCIAL AID FOR WOMEN

Universities, colleges, and continuing education programs are all sources of financial assistance. The following are additional sources:

Altrusa International Foundation: Provides awards to women for training or retraining to qualify for employment; emphasizes nursing, x-ray technology, and bookkeeping.

Contact:
Chairperson
Founders Fund Vocation AIE Committee
322 S Michigan Ave
Chicago, IL 60604

American Association of University Women: Awards dissertation fellowships to women who have completed course work in a doctoral program.

Contact:
Director
AAUW Fellowships Program
2401 Virginia Ave NW
Washington, DC 20037

Athletic Scholarships for Women: Listing in Women's Sports, October 1975, of 126 colleges and universities in 41 states offering athletic scholarships of varying amounts. Subscription $8.95 a year ($1 single copy).

Contact:
Women's Sports
1660 S Amphlett Blvd, Suite 266
San Mateo, CA 94402

Business and Professional Women's Foundation: Awards career advancement scholarships to women who need further training or education to begin a career or to improve professional opportunities.

Contact:
Business and Professional Women's Foundation
2012 Massachusetts Ave NW
Washington, DC 20036

The Danforth Foundation: Offers a national graduate fellowship to women with undergraduate degrees who want to pursue full or part-time graduate study leading to a career in secondary or college teaching or administration.

Contact:
Director
Graduate Fellowships for Women
222 S Central Ave
St Louis, MO 63105

Educational Financial Aid Sources for Women: Prepared as a service of the Clairol-Loving-Care Scholarship Program.

Contact: Clairol Scholarship Program
345 Park Ave
New York, NY 10022

Five Federal Financial Aid Programs: Pamphlet describing five programs for women and men supported by the Office of Education.

Contact: DHEW Publication No. (OE) 75-17907
U.S. Department of Health, Education and Welfare
Office of Education
Washington, DC 20202

General Federation of Women's Clubs: In the past 2 years approximately $2.5 million have been awarded to women through local and state chapters.

Contact: President
(womens club in your community)

Helena Rubinstein Foundation: Awards grants to colleges and universities nationally and internationally for scholarships, the majority of which go to women, both for entering freshmen and adult women.

Contact: Helena Rubinstein Foundation
261 Madison Ave
New York, NY 10016

The Sears Roebuck Foundation. $300,000 is to be available in loan funds to "women only" of any age attending graduate schools of business. Loans will be available up to $2,000.

Contact: Business and Professional Women's Foundation
2012 Massachusetts Ave NW
Washington, DC 20036

Woodrow Wilson National Fellowship Foundation. Awards Dissertation Fellowships in Women's Studies to graduate students on the basis of their ability to contribute original and significant research about women's role in society

Contact: Woodrow Wilson National Fellowship Foundation
32 Nassau St
Princeton, NJ 08540

APPENDIX A

LIST OF PUBLISHERS AND ADDRESSES

LIST OF PUBLISHERS AND ADDRESSES

Abt Publications
55 Wheeler St
Cambridge, MA 02138

Addison-Wesley Publishing Co Inc
Reading, MA 01867

Agency for Instructional Television
1111 W Seventeenth St, Box A
Bloomington, IN 47401

Allyn & Bacon Inc
470 Atlantic Ave
Boston, MA 02210

American Association for the Advancement of Science
Scientific Manpower Commission
1776 Massachusetts Ave NW
Washington, DC 20036

American Association of School Administrators
1801 N Moore St
Arlington, VA 22209

American Association of University Women
Professional Women's Group
AAUW
2401 Virginia Ave NW
Washington, DC 20037

American Federation of Teachers
1012 Fourteenth St NW
Washington, DC 20005

American Home Economics Association
2010 Massachusetts Ave NW
Washington, DC 20036

American Institute for Research
P.O. Box 113
Palo Alto, CA 94302

American Personnel and Guidance Association
1607 New Hampshire Ave NW
Washington, DC 20009

American Technical Society
5608 Stony Island Ave
Chicago, IL 60637

American Vocational Association
1510 H Street NW
Washington, DC 20005

Anchorage Public Schools
4600 DeBarr Rd
Anchorage, AL 99502

Appleton-Century Crofts
440 South Park Ave
New York, NY 10016

Argus Communications
7440 Natchez Ave
Niles, IL 60648

Aries Corporation
4930 W Seventy-seventh St
Minneapolis, MN 55435

Association of Universities and Colleges of Canada
Publications Office
151 Slater St
Ottawa, Canada K1P 5N1

Atheneum Press
122 E Forty-second St
New York, NY 10017

Auto Book Press
Box 711
San Marcos, CA 92069

Bantum Books Inc
666 Fifth Ave
New York, NY 10019

Barron's Educational Series Inc
113 Crossways Park Dr
Woodbury, NY 11797

Behavorial Publications Inc
72 Fifth Ave
New York, NY 10011

Bellman Publishing Co
P.O. Box 164
Arlington, MA 02174

Benefic Press
10300 W Roosevelt Rd
Westchester, IL 60153

Chas. A. Bennett Co Inc
809 Detweiller Dr
Peoria, IL 61614

B'nai B'rith Career and Counseling
  Services
1640 Rhode Island Ave NW
Washington, DC 20036

Bobbs-Merrill Co Inc
4300 W Sixty-second St
Indianapolis, IN 46206

R. R. Bowker
P.O. Box 1807
Ann Arbor, MI 48106

Bowmar
4563 Colorado Blvd
Los Angeles, CA 90039

William C. Brown Co
2460 Kerper Blvd
Dubuque, IA 52001

Bureau of Census Catalog
Dept. of Commerce
Supt. of Documents
US Government Printing Office
Washington, DC 20402

Butterick Fashion Marketing Co
161 Sixth Ave
New York, NY 10013

Butterick Publishing Co
P.O. Box 1945
Altoona, PA 16603

Cahners Books Inc
221 Columbus Ave
Boston, MA 02116

Capitol Publications Inc
2340 Pennsylvania Ave NW
Washington, DC 20037
(202) 452-1600

Career Aids Inc
8950 Lurline Ave Dept. 53
Chatsworth, CA 91311

Career Associates
P.O. Box 3416
Newport Beach, CA 92660

Career Education Files
Guidance and Counseling
  Division
State Department of Education
2500 N Lincoln
Oklahoma City, OK 73105

Career Futures Inc
2100 Locust St
Philadelphia, PA 19103

The Carrol Press
43 Squantum St
Cranston, RI 02920

Careers Inc
Guidance Publishing
P.O. Box 135
1211 Tenth St
Largo, FL 33540

Catalyst
6 E Eighty-second St
New York, NY 10028

Center for Human Resources
University of Houston
Houston, TX 77004

The Center for Vocational
  Education
The Ohio State University
1960 Kenny Rd
Columbus, OH 43210

Chamber of Commerce of the
  United States
Washington DC 20202

Change for Children
2588 Mission St room 226
San Francisco, CA 94110

Changing Times Education Service Inc
1729 H Street NW
Washington, DC 20006

Children's Press
1224 W Van Buren St
Chicago, IL 60607

Chronicle Guidance Publications Inc
Moravia, NY 13118

Churchill Films
662 N Robertson Blvd
Los Angeles, CA 90069

College Entrance Examination Board
Box 592
Princeton, NJ 08540

College Entrance Examination Board
888 Seventh Ave
New York, NY 10019

College Placement Council
P.O. Box 2263
Bethlehem, PA 18001

Connecticut Public Interest Research Group
57 Farmington Ave
Hartford, CT 06101

Consumer Information Center
Dept. A
Pueblo, CO 81009

Contract Research Corp
25 Flanders Rd
Belmont, MA 02178

David C. Cook Publishing Co
Elgin, IL 60120

Coordinator of Vocational Education
Emporia Kansas State College
Emporia, KS 66801

Cornell Institute for Research and Development in Occupational Education
Department of Education
Cornell University
Ithaca, NY 14850

The Council for Exceptional Children
1411 S Jefferson Davis Hwy
Arlington, VA 22202

Counselor Films Inc
2100 Locust St
Philadelphia, PA 19103

Coward, McCann & Geoghegan Inc
200 Madison Ave
New York, NY 10016

Crown Publishing Inc
419 S Park Ave
New York, NY 10016

Curriculum Publications Clearinghouse
76B Horrabin Hall
Western Illinois University
Macomb, IL 61455

Delacorte Press
Dial Press
1 Dag Hammerskjold Plaza
245 E Forty-seventh St
New York, NY 10017

Delmar Publishers
50 Wolf Rd
Albany, NY 12205

Department of Defense
Headquarters United States Military Enlistment Processing Command
Ft Sheridan, IL 60037

Department of Occupational Education
College of Education
Southern Illinois University
Carbondale, IL 62901

Des Moines Independent Community School District
1800 Grand Ave
Des Moines, IA 50307

Dodd, Mead & Co
79 Madison Ave
New York, NY 10016

Doubleday Multimedia
Box 11607
1371 Reynolds Ave
Santa Anna, CA 92705

E. P. Dutton
201 S Park Ave
New York, NY 10003

East Central Curriculum Management Center
Department of Educational Administration and Illinois Division of Vocational and Technical Education
1035 Outer Park Dr
Springfield, IL 62706

ECCA Publications Inc
1629 K Street NW, Suite 520
Washington, DC 20006

Education Achievement Corp
P.O. Box 7310
Waco, TX 76710
(817) 772-7812

Education Commission of the States
300 Lincoln Tower
1860 Lincoln St
Denver, CO 80295
(303) 893-5200

Education Resources
Capitol Publications Inc
2430 Pennsylvania Ave NW
Washington, DC 20037

Educational Products Information Exchange Institute (EPIE)
463 West St
New York, NY 10014

Educational Properties Inc
P.O. Box DX
Irvine, CA 92664

Educational Research Inc
2916 Independence Ave
Shreveport, LA 71109

Emma Willard Task Force on Education
Box 14229
Minneapolis, MN 55414

Encyclopedia Britannica Education Corp
425 N Michigan Ave
Chicago, IL 60611

EPIE Institute
475 Riverside Dr
New York, NY 10027

Educational Media Corp
P.O. Box 847
Madison, WI 53701

ERIC
Educational Resources Information Center
Superintendent of Documents
US Government Printing
Washington, DC 20402

Extension Media Center
University of California
2223 Fulton St
Berkeley, CA 94720

Fairchild Visuals
7 E Twelfth St
New York, NY 10003

Fearon Publishers Inc
6 Davis Dr
Belmont, CA 94002

Feminist Action Alliance Inc
P.O. Box 54717
Civic Center Station
Atlanta, GA 30308

Feminist Book Mart
162 - 11 Ninth Ave
Whitestone, NY 11357

The Feminist Press
Clearinghouse on Women's Studies
Suny College at Old Westbury
Box 334
Old Westbury, NY 11568

J.G. Ferguson Publishing Co
6 N Michigan Ave
Chicago, IL 60602

J.G. Ferguson Co
100 Park Ave
New York, NY 10017

Finney Co
3350 Gorham Ave
Minneapolis, MN 55426

Follett Publishing Co
1010 W Washington Blvd
Chicago, IL 60607

Four Winds Press
Box 126
Bristol, FL 32321

Glassboro State College
Library, Graduate Division
Glassboro, NJ 08028

Gregg/McGraw-Hill
1221 Avenue of the Americas
New York, NY 10020

Grune and Stratton Publishing
111 Fifth Ave
New York, NY 10003

The Gryphon Press
220 Montgomery St
Highland Park, NJ 08904

Guidance Associates
757 Third Ave
New York, NY 10017

Guidance and Counseling Division
State Department of Education
2500 N Lincoln
Oklahoma City, OK 73105
(405) 521-3015

Hadden Films Inc
1136 Garvin Place
Louisville, KY 40203

Dr. L. Sunny Hansen
Project BORN FREE
139 Burton Hall
178 Pillsbury Dr SE
University of Minnesota
Minneapolis, MN 55455
Training packets and video tapes on career-related sex role stereotyping

Harcourt, Brace & Jovanovich Inc
757 Third Ave
New York, NY 10017

Harper and Row Publishers
10 E Fifty-third St
New York, NY 10022

Hawaii Task Force on Sex Bias in Education
c/o Ms. Norma Titcomb, Chairperson
2027 Malakaa
Honolulu, HI 98622

D.C. Heath & Co
125 Spring St
Lexington, MA 02173

Holt, Rinehart & Winston
383 Madison Ave
New York, NY 10017

Houghton Mifflin Co
6626 Oakbrook Blvd
Dallas, TX 75235

Illinois Office of Education
State Board of Education
100 N First St
Springfield, IL 62777

Indian Historian Press Inc
1451 Masonic Ave
San Francisco, CA 94117

Indiana Career Resource Center
1201-09 S Greenlawn Ave
South Bend, IN 46615

Industrial Press Inc
200 Madison Ave
New York, NY 10016

Institute for Research on Human Resources
Pennsylvania State University
407 Kerr Graduate Bldg
University Park, PA 16802

Inter-State D.E. Curriculum Consortium
Wisconsin Department of Public Instruction
126 Langdon St
Madison, WI 53702

The Interstate Printers & Publishers Inc
Jackson at Van Buren
Danville, IL 61832

Instructional Materials Laboratory
University of Missouri-Columbia
10 Industrial Education Bldg
Columbia, MO 65201

ITT Educational Publishing
4300 W Sixty-second St
Indianapolis, IN 46206

Jalmar Press Inc
391 Munro St
Sacramento, CA 95825

Janus Book Publishers
25825 Mission Blvd
Hayward, CA 94544

H.C. Johnson Press Inc
Vocational Education Division
P.O. Box 5566
2801 Eastrock Dr
Rockford, IL 61125

Joint Council on Economic Education
1212 Avenue of the Americas
New York, NY 10036

Charles Jones Co
Dist. by:
Wadsworth Publishing Co Inc
10 David Dr
Belmont, CA 94002

Jossey-Bass Inc Publishers
615 Montgomery St
San Francisco, CA 94111

Kentucky Department of Education Materials Center
Capitol Plaza Tower
Frankfort, KY 40601

King Features
Education Division
235 E Forty-fifth St
New York, NY 10017

Kiplinger Washington Editors
1729 H Street NW
Washington, DC 20006

KNOW Inc
P.O. Box 86031
Pittsburgh, PA 15221

Land O'Lakes Agricultural Services
Fort Dodge, IA

Learning Concepts
2501 N Lamar
Austin, TX 78705

Learning Systems Co
1818 Ridge Rd
Homewood, IL 60430

Library Resoruces Center
State Department of Education
2500 N Lincoln
Oklahoma City, OK 73105
(405) 521-2956

Lippincott, J.B., Co
East Washington St
Philadelphia, PA 19105

Lothrop Co
Div. of William Morrow & Co Inc
105 Madison Ave
New York, NY 10016

Love Publishing Co
6635 E Villanova Place
Denver, CO 80222

Macmillen Company
866 Third Ave
New York, NY 10022

The Mart
47-17 150th St
Flushing, NY 11355

Massachusetts Institute of
Technology
Humanities Library
Cambridge, MA 02139

McCormick-Mathers Publishing Co
450 W Thirty-third St
New York, NY 10001
7625 Empire Dr
Florence, KY 41042

McCutchan Publishing Corp
2526 Grove St
Berkeley, CA 94704

McGraw-Hill Book Co
1221 Sixth Ave
New York, NY 10020

McGraw-Hill Instructo Division
Paoli, PA 19301

McKnight Publishing Co
Box 2854
Bloomington, IL 61701

Media Report to Women
3306 Ross Place NW
Washington, DC 20008

Charles E. Merrill Publishing Co
1300 Alum Creek Dr, Box 508
Columbus, OH 43216

Julian Messner (A Division of
Simon & Schuster Inc)
1 W Thirty-ninth St
New York, NY 10018

Julian Messner
1230 Avenue of the Americas
New York, NY 10020

Michigan State University
Career Education Resources
Erickson Hall
East Lansing, MI 48824

The MIT Press
Massachusetts Institute of Technology
Cambridge, MA 02142

Minnesota Instructional Materials
Center
2554 White Bear Ave
White Bear Lake, MN 55110

Minnesota, State of
Department of Education
Division of Instruction
Pupil Personnel Services
Capitol Square Bldg
St. Paul, MN 55101

Modern Book Co
P.O. Box 59
North Manchester, IN 46962

National Association of Manufacturers
1776 F Street
Washington, DC 20006
(202) 331-3700

National Association of Trade and
Technical Schools
2021 L Street NW
Washington, DC 20036

National Center for Career
Education
University of Montana
P.O. Box 7815
Missoula, MT 59807
(406) 243-5262 or 243-6466

National Center for Information
on Careers in Education
1607 New Hampshire Ave NW
Washington, DC 20009

National Education Association
Customer Service Section 148
1201 Sixteenth St NW
Washington, DC 20036

National Foundation for the
Improvement of Education
1156 Fifteenth St NW
Suite 918
Washington, DC 20005

The National Institute of
Education
Education and Work
U.S. Department of Health, Education
and Welfare
Washington, DC 20208

New Hampshire, State of
Department of Education
Keene State College
Keene, New Hampshire 03431

New Republic Book Company
1244 Nineteenth St NW
Washington, DC 20036

Northern Arizona University
6502 N Thirty-fifth Ave
Phoenix, AZ 85017

Northwest Regional Educational
Laboratory
710 Southwest 2nd Ave
Portland, OR 97204

Nystrom
3333 Elston Ave
Chicago, IL 60618

Office of Civil Rights
U.S. Department of Health, Education
and Welfare
Information Office
330 Independence Ave SW
Washington, DC 20201

Office of Career Education
U.S. Office of Education
7th and D Streets SW
Washington, DC 20201

Olympus Publishing Co
Two Olympus Plaza
1670 E Thirteenth St
Salt Lake City, UT 84105

Oklahoma State Department of
Education
2500 N Lincoln
Oklahoma City, OK 73105

Oklahoma State Department
Vocational and Technical Education
Curriculum and Instructional
Materials Center
1515 W Sixth Ave
Stillwater, OK 74074

Oxford Book Co
11 Park Place
New York, NY 10007

Pantheon Books
Div. of Random House Inc
201 E Fiftieth St
New York, NY 10022

Parents Magazine Press
52 Vanderbilt Ave
New York, NY 10017

Pathescope Educational Films Inc.
71 Weyman Ave
New Rochelle, NY 10802

Pendell Publishing Co
P.O. Box 1666
1700 Janes Savage Rd
Midland, MI 48640

J. C. Penney Co Inc
Contact nearest store

Peoria Public Schools
District 150
3202 N Wisconsin Ave
Peoria, IL 61603

Peoria Chapter Education
Task Force
Organization for Women
904 E Nebraska
Peoria, IL 61603

Potpourri School Products Co
114 W Broadway
Maryville, TN 37801

Practical Arts Education Unit
Capital Plaza Tower
Frankfort, KY 40601

Praeger Publishers
Div. of Holt Rinehart &
Winston/CBS
200 Park Ave
New York, NY 10017

Prakken Publications Inc
416 Longshore Dr
Ann Arbor, MI 48107

Prentice-Hall Inc
Englewood Cliffs, NJ 07632

Project Sex Equality in Guidance
Opportunities
American Personnel and Guidance
Association
1607 New Hampshire Ave NW
Washington, DC 20009

Project on the Status and Education of Women
Association of American Colleges
1818 R Street NW
Washington, DC 20009

Psychologists and Educators Inc
Suite 212
211 W State St
Jacksonville, IL 62650

G. P. Putman & Sons
200 Madison Ave
New York, NY 10016

Quadrangle/The New York Times Co
10 E Fifty-third St
New York, NY 10022

Random House Inc
400 Hahn Rd
Westminister, MD 21157

Region V Educational Service
Agency
1210 Thirteenth St
Parkersburg, WV 26101

Regents Publishing Co Inc
2 Park Ave
New York, NY 10016

Resource Center on Sex Roles
in Education
The National Foundation for
Improvement of Education
1201 Sixteenth St NW
Washington, DC 20036

Resource Coordinating Center
Applachian Education Satellite
Project
301 Bradley Hall
University of Kentucky
Lexington, KY 40506

Richard Rosen Press Inc
29 E Twenty-first St
New York, NY 10010

Rothchild, Nina
14 Hickory St
Matomechi, MN 55115

Sage Publications Inc
275 S Beverly Dr
Beverly Hills, CA 90212

Howard W. Sams & Co
4300 W Sixty-second St
Indianapolis, IN 46268

San Diego State University
School of Education
San Diego, CA 92182

Scott, Foresman & Co
1900 E Lake Ave
Glenview, IL 60025

Scholastic Book Services
904 Sylvan Ave
Englewood Cliffs, NJ 07632

Scholastic Testing Service Inc
480 Meyer Rd
Bensenville, IL 60106

Science Research Associates
259 E Erie St
Chicago, IL 60611

Charles Scribner & Sons
597 Fifth Ave
New York, NY 10017

Sheed & Ward Inc
475 Fifth Ave
New York, NY 10017

Simon & Schuster Inc
630 Fifth Ave
New York, NY 10020

Society for Visual Education
Inc (SVE)
Singer Education Division
1345 Diversey Pkwy
Chicago, IL 60614

South-Western Publishing Co
5101 Madison Rd
Cincinnati, OH 45227

Spectrum Productions
979 Casiano Rd
Los Angeles, CA 90049

Stanford University Press
School of Education
Stanford, CA 94305

Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

Teachers' College Press
Columbia University
1234 Amsterdam Rd
New York, NY 10027

Technical Education Research
Centers
2401 Virginia Ave NW
Washington, DC 20037

Ten Speed Press
P.O. Box 7123
Berkeley, CA 94707

Texas Education Agency
201 E Eleventh St
Austin, TX 78701
Catalog of materials

Charles C. Thomas, Publisher
301-327 E Lawrence Ave
Springfield, IL 62717

Time Share
A Houghton Mifflin Co
630 Oakwood Ave
West Hartford, CT 06110

Union Wage Education Committee
P.O. Box 462
Berkeley, CA 94791

Unit for Career Education
Kentucky State Department of
Education
Capital Plaza Tower
Frankfort, KY 40601

U.S. Commission on Civil Rights
1121 Vermont Ave NW room 410
Washington, DC 20425

U.S. Department of Labor
Bureau of Labor Statistics
Washington, DC 20212

U.S. Office of Education
Bureau of Occupational and
Adult Education
Washington, DC 20202

U.S. Government Printing Office
Washington, DC 20402

University of California
Extension Media Center
2223 Fulton St
Berkeley, CA 94704

University of Georgia
Career Education Project
College of Education - 122
Athens, GA 30602

University of Maryland
College Park, MD 20740

W. E. Upjohn Institute for
Employment Research
300 S Westridge Ave
Kalamazoo, MI 49007

Commonwealth of Virginia
State Department of Education
Richmond, VA 23216

Vocational and Technical Education
Board of Education and Rehabilitation
1035 Outer Park Dr
Springfield, IL 62706

Vocational Guidance Manuals Inc
620 S Fifth Ave
Louisville, KY 40202

Henry Z. Walck Inc
Div., David McKay Inc
750 Third Ave
New York, NY 10017

Watson-Guptill Publications
Div., Billboard Publications
1 Astor Plaza
New York, NY 10036

Franklin Watts Inc
Subs. of Grolier Inc
730 Fifth Ave
New York, NY 10019

Western Illinois University
Curriculum Publications Clearinghouse
76B Horrabin Hall
Macomb, IL 61455

Westinghouse Learning Corp
100 Park Ave
New York, NY 10017

Westminister Press
Witherspoon Bldg
Philadelphia, PA 19107

Westside Area Career/Occupations Project (WACOP)
Dr. Ruth Catalano
Medico Center Director
Westside Area Career/Occupational Project
6836 Fifty-eighth Dr
Glendale, AZ 85301

Wider Opportunities for Women
1649 K Street NW
Washington, DC 20006

H.W. Wilson Co
950 University Ave
Bronx, NY 10452

Wisconsin Department of Industry, Labor and Human Relations
P.O. Box 2209
Madison, WI 53701

Wisconsin Vocational Studies Center
University of Wisconsin-Madison
321 Education Bldg Box 49
Madison, WI 53706
(608) 263-3696

Women on Words and Images
P.O. Box 2163
Princeton, NJ 08540

Womens Action Alliance
370 Lexington Ave
New York, NY 10017

Womens Bureau
U.S. Department of Labor
Washington, DC 20210

Womens Equality Action League
821 National Press Bldg
Washington, DC 20004

World Trade Academy Press
50 E Forty-second St
New York, NY 10017

Xerox Education Publications
1250 Fairwood Ave
P.O. Box 444
Columbus, OH 43216

YWCA of Los Angeles
1215 Lodi Place
Los Angeles, CA 90038

National Business Education Association
1906 Association Dr
Reston, VA 22091

University of California
Department of Mathematics
Santa Barbara, CA 93106